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Central Mortgage  
and Housing Corporation

# Neighbourhood Improvement Program

## Administration Guide

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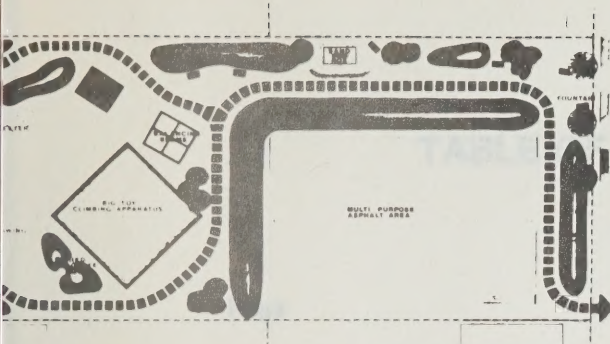
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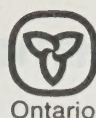
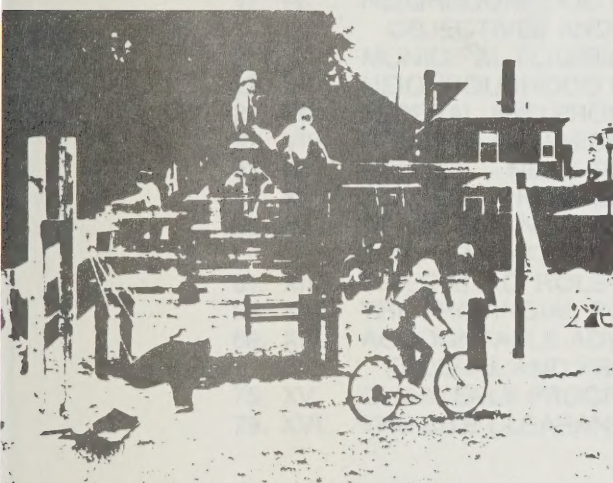


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VICTORIA PLAYGROUND  
REDEVELOPMENT PROGRAM  
CITY OF PORT LINDSEY PLANNING



Ministry  
of  
Housing

Ontario



Central Mortgage  
and Housing Corporation

# Neighbourhood Improvement Program

## Administration Guide



Ministry of Housing  
Community Renewal Branch  
60 Bloor St. W. 8th Floor  
Toronto, Ontario M4W 3K7  
Telephone: (416) 965-2826

March, 1978

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# TABLE OF CONTENTS

## Page

1.	I.	INTRODUCTION
9.	II.	BACKGROUND
13.	III.	PROGRAM FEATURES
17.	IV.	NEIGHBOURHOOD IMPROVEMENT PROGRAM OBJECTIVES AND GUIDELINES
21.	V.	MUNICIPAL ELIGIBILITY
25.	VI.	NEIGHBOURHOOD ELIGIBILITY
29.	VII.	FEDERAL AND PROVINCIAL FINANCIAL ASSISTANCE
37.	VIII.	PROCESS BY WHICH THE PROGRAM OPERATES
41.	IX.	STAGE I — NEIGHBOURHOOD SELECTION
47.	X.	STAGE II — NEIGHBOURHOOD PLANNING
53.	XI.	STAGE III — NEIGHBOURHOOD IMPROVEMENT PLAN IMPLEMENTATION
61.	XII.	THE C.M.H.C. ROLE
65.	XIII.	THE PROVINCIAL ROLE
69.	XIV.	ACCOUNTABLE ADVANCES/PROGRESS PAYMENTS FEDERAL AND PROVINCIAL CONTRIBUTIONS
75.	XV.	QUARTERLY PROGRESS REPORTS
79.	XVI.	THE SITE CLEARANCE PROGRAM
83.	APPENDIX A	— SELECTION STAGE APPLICATION
87.	APPENDIX B	— PLANNING STAGE APPLICATION
97.	APPENDIX C	— IMPLEMENTATION STAGE APPLICATION
107.	APPENDIX D	— CLAIM FORMS & EXPENDITURE DETAIL SHEET
115.	APPENDIX E	— QUARTERLY PROGRESS REPORT FORM
119.	APPENDIX F	— NIP AND COMMERCIAL LOAN FORMS
125.	APPENDIX G	— REDEVELOPMENT PLAN
129.	APPENDIX H	— RESIDENT PARTICIPATION
135.	APPENDIX I	— ENABLING LEGISLATION



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## **I. INTRODUCTION**

The purpose of this document is to provide detailed information about the operation and administration of the Neighbourhood Improvement Program and the Site Clearance Programs under Section 27.1 to 27.7 of The National Housing Act and Section 22, 23, 24, 36 and 37 of The Planning Act in the Province of Ontario. In addition, this document makes reference to the Residential Rehabilitation Assistance Program, Section 34.1 and 34.11 to 34.14 of The National Housing Act.

(See Appendix I for copies of the appropriate Legislation)





## BACKGROUND





## II. BACKGROUND

Amendments to The National Housing Act passed in June of 1973, make provisions for the Neighbourhood Improvement, Residential Rehabilitation Assistance and the Site Clearance Programs. The Residential Rehabilitation Assistance Program is a separately funded but integral part of the Neighbourhood Improvement Program (NIP). These programs were developed to encourage and support the efforts of municipalities in concert with neighbourhood residents toward the improvement of the environment in older, deteriorating neighbourhoods. The Neighbourhood Improvement Program and Site Clearance Program are funded by the 3 levels of Government — Federal, Provincial and Municipal.

In addition in Ontario these rehabilitation efforts have been complemented by the Ontario Home Renewal Program (OHRP). A separate administration guide for this program exists and information may be obtained from the Community Renewal Branch, Ministry of Housing.

The details for the administration of The Residential Rehabilitation Assistance Program (RRAP) are not presented in this Guide. A separate RRAP delivery handbook may be obtained from Central Mortgage and Housing Corporation.





## PROGRAM FEATURES





### **III. PROGRAM FEATURES**

There are three basic features of the program:

#### **A. Limited Funding**

It does not seek to provide unlimited resources to do everything that may be considered desirable. Instead, NIP requires planning and implementation within the terms of known and predetermined resources. In turn, this requires a careful selection of priorities for action and further requires flexibility in planning and implementation to allow for readjustment of priorities as conditions or costs change. The municipality is required in the initial instance to estimate the costs and, if these costs are accepted by the Federal and Provincial governments, the Federal and Provincial contributions allocated to the neighbourhood by the municipality become the maximum Federal and Provincial contributions for that particular project.

#### **B. Planning Requirements**

The planning process should not involve the preparation of an elaborate plan before action commences. However, the approval of the Provincial Minister is required before such action can commence. Consequently, implementation may proceed when a redevelopment plan pursuant to Section 22(5) and The Planning Act has been formulated, as defined in Appendix G. Detailed planning of more specific proposals should be undertaken during implementation.

#### **C. Resident Participation**

It is a requirement of The National Housing Act that the municipality advise the Province of the manner in which the municipality proposes to obtain the participation of the neighbourhood in planning and implementation. However, the responsibility for the degree of resident involvement is a matter for municipal determination. Such involvement should concern itself not only with the physical improvement of the area which is funded under NIP but also with ongoing administrative and related costs that installation of such facilities will place upon the municipality.

#### **D. Staging**

It is anticipated that the entire process will take a period of not more than four years. Up to 2% of the funding to a municipality may be used for neighbourhood selection. Up to 8% of the funding allocated to a neighbourhood by the municipality may be used for neighbourhood planning. The remainder of the funding allocated to a neighbourhood is for implementation (see Section VIII Page 37).





**NEIGHBOURHOOD IMPROVEMENT PROGRAM  
OBJECTIVES & GUIDELINES**



# IV. NEIGHBOURHOOD IMPROVEMENT PROGRAM OBJECTIVES AND GUIDELINES

## General Program Objective

TO ASSIST IN THE IMPROVEMENT OF LIVING CONDITIONS IN NEIGHBOURHOODS.

## Specific Objectives and Guidelines

### Specific Objective 1:

To improve those residential neighbourhoods which show evidence of need and of potential viability.

#### Guidelines:

Selected neighbourhoods shall display the following characteristics:

- (a) The area is predominantly residential in land use.
- (b) A significant proportion of the housing stock is in need of rehabilitation.
- (c) Other elements of the physical environment are in need of rehabilitation.
- (d) The area is inhabited for the most part by low and moderate income people.
- (e) There are deficiencies in neighbourhood amenities.
- (f) The area is potentially stable in terms of land use and densities.

### Specific Objective 2:

To improve and maintain the quality of the physical environment of the neighbourhood.

#### Guidelines:

- (a) To acquire or clear land which is being put to uses detrimental to a residential neighbourhood.
- (b) To provide for the clearance of land for low and medium density social housing.
- (c) To improve or provide municipal works and services and public utilities in the neighbourhood.
- (d) To promote the physical improvement of commercial enterprises. (Loans are available under Section 27-5(1) (b) of The National Housing Act.)
- (e) To ensure the adoption and enforcement of local occupancy and building maintenance standards.
- (f) To assist in stabilizing the neighbourhood in terms of residential land use and densities.

### Specific Objective 3:

To improve the amenities of neighbourhoods.

#### Guidelines:

- (a) To provide or improve neighbourhood recreational facilities.

- (b) To provide or improve neighbourhood social facilities.

- (c) To acquire or clear land which is to be used as public open-space or social and recreational facilities.

### Specific Objective 4:

To increase the effect of related programs.

#### Guidelines:

- (a) To increase the impact of RRAP and to stimulate other forms of rehabilitation.
- (b) To serve as a focus for other programs whose aim is to improve the physical and social fabric of the neighbourhood. (Provincial staff is available for advice on these programs).

### Specific Objective 5:

To improve the neighbourhoods in a manner which meets the aspirations of neighbourhood residents and the community at large.

#### Guidelines:

- (a) To secure the participation of neighbourhood residents in determining goals and priorities for the implementation of improvement of the neighbourhood.
- (b) To ensure that adequate compensation and relocation expenses be paid to those persons dispossessed of accommodation. The terms of The Ontario Expropriation Procedures Act should be used as a guide.
- (c) To ensure that alternate accommodations within the means of dispossessed persons be made available.

### Specific Objective 6:

To deliver the program in a manner which allows decisions to be made within known funding and time limits.

#### Guidelines:

- (a) To establish selection, planning and implementation phases which are limited in time.
- (b) To plan and implement improvements within the terms of a pre-determined allocation to a given neighbourhood.
- (c) To provide a level of funding in each neighbourhood sufficient to ensure its viability as a residential area.





## MUNICIPAL ELIGIBILITY





## V. PROVINCIAL REQUIREMENTS FOR MUNICIPAL ELIGIBILITY

In order to qualify for the Neighbourhood Improvement Program a municipality must meet the following criteria:

- (1) have a neighbourhood or neighbourhoods which meet the neighbourhood eligibility criteria — where more than one area is eligible, priority must be given to the most needy (See Section VI);
- (2) have an Official Plan in order to be able to designate the area pursuant to Section 22(2) of The Planning Act;
- (3) have or agree to develop a property maintenance by-law and commit itself to effectively administer it in the future. (Section 36 of The Planning Act);
- (4) have the financial and administrative capability to undertake the Neighbourhood Improvement Program;
- (5) agree to involve the residents of the neighbourhood in determining the goals and priorities for the improvement of their neighbourhood.

Any municipality wishing to be considered for participation in the Neighbourhood Improvement Program should make its interest known to the Community Renewal Branch. Staff of the Branch will advise municipalities as to the procedures for preparing an application.

**N.B.** It is vital that any municipality undertaking the Neighbourhood Improvement Program has both financial and administrative capabilities available. However, it is not immediately apparent to municipalities that this program has many hidden expenses and ramifications which only appear after the program has been in operation for a period of time. For example:

- (a) if a swimming pool is a planning choice by a municipality, future current expenditure by that municipality will have to be adequate to service and staff same;
- (b) OHRP and RRAP require general administrative functions in excess of that available in the average municipal office. Federal and Provincial funds assist in meeting only a portion of these costs;
- (c) even the processing of NIP accounts and claims places an additional burden upon treasury staff. NIP does provide for the cost sharing of all the municipal administration costs directly related to the program. Municipalities must indicate at the time application is made for initial funding for selection of a neighbourhood, the administrative format to be used to administer the program, i.e. where will NIP fit? Is the program to be administered by the planning department, the development department, the housing department, the recreation department, or will the administration of the program be a new function within the municipal framework?



**NEIGHBOURHOOD ELIGIBILITY**





## VI. NEIGHBOURHOOD ELIGIBILITY

It is recommended that prior to entering into the Neighbourhood Improvement Program, the municipality should consult with the Community Renewal Branch of the Ministry of Housing.

The criteria are designed to be compatible with the characteristics of most urban areas, but there may be unique local geographic, historical or economic factors which would make a strict interpretation of the standards unduly restrictive. In such cases, the municipality should seek assistance of the Community Renewal Branch of the Ministry of Housing.

### DEFINITIONS — TO BE ELIGIBLE FOR NIP, AREAS MUST BE RESIDENTIAL NEIGHBOURHOODS, AS DEFINED BELOW:

1. "Residential" means that existing built-up gross land uses are more than 50% residential, and that unserviced vacant land is less than 20% of total gross land uses.
2. "Neighbourhood" means an area defined by boundaries which respect existing geographic, social, physical and functional features.

### INDICATORS OF NEED AND VIABILITY — NEIGHBOURHOODS SELECTED SHALL DISPLAY THE FOLLOWING CHARACTERISTICS:

- (a) A significant portion of the housing stock is in need of rehabilitation.

#### Requirement

More than 25% of residential units shall be in need of rehabilitation.

#### Method

The number of residential units shall be established by available statistics and /or a visual survey.

- (b) Other elements in the physical environment are in need of rehabilitation.

#### Requirement

Deficiency or deterioration in at least one of the following categories:

1. Neighbourhood sewer and water services.
2. Paving, lighting and other local utilities.
3. Non-residential buildings, structures and uses.

#### Method

Municipal estimate through existing municipal records and/or visual survey.

- (c) There are deficiencies in neighbourhood recreational and social facilities.

#### Requirement

Deficiency or deterioration in at least one of the following categories:

1. Public recreation facilities, indoor and outdoor.
2. Public open space.
3. Public social facilities, such as community centres, libraries, clinics and multi-service facilities.

#### Method

Municipal estimate and/or survey.

- (d) The area is occupied for the most part by low and moderate income people.

#### Requirement

The average household income of the NIP area shall be below the average household income of the municipality. Where the municipality is small, and the NIP area occupies a substantial proportion of the municipality, the average neighbourhood income shall be below the average provincial household income.

#### Method

Estimates from census data and/or other appropriate data.

- (e) The area is potentially stable in terms of residential land uses and densities.

#### Requirements

1. There are no indications of major construction or redevelopment plans which will cause major changes in land use of the area, beyond those types of changes which may develop in the Neighbourhood Improvement Program planning process.
2. There are no conditions inside and outside of the neighbourhood which will continue to exert a negative influence in the neighbourhood, the adverse effects of which cannot be ameliorated by government action.
3. The municipality has or intends to adopt and enforce a property maintenance and occupancy standards by-law.

**N.B.** With respect to e(2), the definition of a condition which is a deteriorating influence should be interpreted on the basis of local conditions. For example, a pulp mill may be a source of pollution, but if it provides the bulk of local employment, it may constitute an acceptable condition to the local residents. On the other hand, a noisy scrap metal yard in or adjacent to a NIP area may be considered a negative influence. Even in this case, however, all that is asked is that the municipality indicate that a reasonable effort to alleviate the problem has been or will be made.

### C. FUNDING CRITERIA

To insure that meaningful improvement will be carried out, the following funding criteria are operative for projects funded in the 1975 agreement:

1. The minimum level of NIP project Federal contributions shall be one hundred dollars (\$100) per NIP area resident.
2. The minimum level of NIP project Federal contributions should be one hundred and fifty thousand dollars (\$150,000) per project.

It should be noted that "NIP project Federal contributions" is the amount of Federal contributions allocated to a specific project after selection stage contributions have been deducted, i.e. the amount of Federal contributions available for the planning and implementation stages of the project.





**FEDERAL AND PROVINCIAL FINANCIAL ASSISTANCE**



# VII. FEDERAL AND PROVINCIAL FINANCIAL ASSISTANCE

## Grant Contributions

Central Mortgage and Housing Corporation and the Province may, within the financial limits specified in the annual agreement with the Province, make contributions to a municipality. There are two categories of assistance, depending upon the nature of the specific project. Levels of assistance are as follows:

### A. 50% (FEDERAL CONTRIBUTION) AND 25% (PROVINCIAL CONTRIBUTION) OF THE COST OF

- (a) *Selecting the neighbourhood* — for neighbourhood selection, the Federal contribution shall not exceed two percent of the Federal allocation. The Provincial contribution shall be 50% of the Federal contribution. These selection costs may include such items as meetings, cost of census data, surveys, staff salaries, rental of meeting places and advertising.
- (b) *Developing a Neighbourhood Plan* — for neighbourhood planning, the Federal contribution shall not exceed eight percent of the Federal contribution allocated to the neighbourhood by the municipality. The Provincial contribution shall be 50% of the Federal contribution. These costs could include, for example, meeting costs, rental of meeting places, salaries of municipal staff delegated to work with area residents, consultant fees, and support for citizen involvement.
- (c) *Acquiring or clearing land* for the purpose of providing open space or community facilities in the designated neighbourhood. A municipality cannot use Neighbourhood Improvement Program funds to be reimbursed for land which it already owns.
- (d) *Acquiring or clearing land* to be used for medium and low density housing for individuals or families of low and moderate income where:
  - i) the property consists of residential buildings that are beyond the stage of economic rehabilitation and will be cleared, (housing may not be acquired for rehabilitation under NIP), or;
  - ii) the existing land use is inconsistent with the general character of the area, or;
  - iii) the property is adjacent to (i) or (ii) and is required to assemble a suitable site for the planned re-use of the land.

It is recommended that when considering the purchase of such lands there should be prior consultation with the Ontario Housing Corporation and Central Mortgage and Housing Corporation in order to determine the suitability of the site for funding for social housing. Where a municipality owns land with housing or noxious uses it may use NIP funds to clear such lands for low and moderate income housing.

In some instances, it may be the optimal solution to move residential buildings to other

sites within the neighbourhood or elsewhere, rather than demolishing them. Instances where the moving of residential buildings might occur would be in the assembly of sites for social and recreational facilities or social housing, where the majority of buildings are substandard, but a few are in good condition and lend themselves to being moved elsewhere, possibly as an in-filling operation. Moving costs are eligible under the program, the degree of assistance depending upon the subsequent re-use of the cleared land as is the case with acquisition and clearance. In reaching a decision on moving a unit as an alternative to demolition, a municipality should be guided by the physical and economic viability of the operation and the social factors involved. Eligible moving costs include the cost of a new lot, foundations, actual moving costs plus repair to any damage caused, and incidental expenses.

- (e) *Capital cost of construction or acquiring and improving social and recreational facilities within the designated neighbourhood* such as playgrounds, parks, equipment and landscaping for parks and playgrounds, landscaping of street boulevards, community centres, wading pools, swimming pools, clinics and libraries. Operating costs for these facilities are not eligible for funding. Oversize facilities must be pro-rated to determine the eligible cost.
- (f) *Developing property maintenance and occupancy standards* that will apply to the neighbourhood. Actual costs of enforcement are not eligible. Assistance and a model by-law can be obtained from the Community Renewal Branch for municipalities wishing to pass a by-law under Section 36 of The Planning Act. Prior to the passing of the by-law by Council, comments should be solicited from the Community Renewal Branch of the Ministry of Housing for the purposes of R.R.A.P. See Section X(d) of this Guide.
- (g) *Relocation expenses and compensation related to the relocation of individuals or families* dispossessed of housing accommodation as a result of the implementation of the project. This includes moving expenses and any additional costs for interim accommodation, if necessary. If expropriation is necessary the compensation will be as provided for in The Expropriation Procedures Act.
- (h) *Administrative and information costs of the program*, including the costs of employing persons for the implementation of the project, as well as publicity, information and general administrative costs.
- (i) *Making loans for the physical improvement of commercial enterprises* in the neighbourhood. This item relates to the municipal administra-



tive costs incurred in arranging the loan. In this instance there is **no Provincial contribution**.

- (j) *Netting of Contributions* — contributions made under the above (a to i) are made on the condition that any proceeds from disposals of acquired assets shall be credited to Project Costs in the Statement of Accounts, at the time the disposal is made. Where acquired assets are subsequently leased, the capitalized value of the leasehold disposal shall be credited in the Statement of Account at the time the lease is entered into. Particulars of the lease shall be conveyed to CMHC and the Ministry.

#### **B. 25% (FEDERAL CONTRIBUTION) AND 25% (PROVINCIAL CONTRIBUTION) TOWARDS THE COST OF**

- (a) *Improving municipal and public utility services* — This may include sanitary and storm sewer systems, water distribution systems, roads, paving, culverts, curbs, gutters, sidewalks, street lighting, fire and police alarm systems, traffic lights, street name signs, termite and rodent control, the cost of acquiring land for roads, etc. The cost of installing hydro, gas and telephone distribution systems is usually borne by the rate structure of the utility company involved. However, where there is a cost of installation or compensation for abandonment of utilities to the municipality, such cost would be eligible for a contribution. The costs of services provided on a scale that is greater than required for the neighbourhood must be pro-rated.
- (b) *Acquiring or clearing land* that may not be used for public open space or community facilities or for medium and low density housing for low and moderate income people and where the land use is not consistent with the general character of the neighbourhood, less the market value of the land after it has been acquired and/or cleared, as determined by Central Mortgage and Housing Corporation and the Province.

#### **C. LOANS AVAILABLE FROM CMHC FOR THE MUNICIPAL SHARE OF NIP COSTS**

Where Central Mortgage and Housing Corporation makes a contribution to a municipality pursuant to Section 27.2 N.H.A., it may make a loan to or for the benefit of the municipality to assist in the financing of Neighbourhood Improvement Program projects pursuant to Section 27.5 N.H.A. as follows:

- (a) in an amount not exceeding the lesser of, 75% of the amount obtained by deducting the amount of the CMHC contributions from the capital cost upon which the contribution was determined, or, the amount of loan allocated pursuant to the agreement.
- (b) with respect to any loan made by the municipality to a commercial enterprise for the purpose of improving such premises within the neighbourhood in respect of which the CMHC contribution is made, not exceeding in any case the lesser of

- i) the amount of the loan made by the municipality to the commercial enterprise
- ii) ten thousand dollars

Loans may be for a term not exceeding 25 years and will bear interest at a rate prescribed by Council as of the date of loan commitment. Loans are to be secured by the issuance of Provincial or municipal debentures which are required annually in an amount equal to the advances made to the municipality during the previous calendar year. Interest on such advances will be due and payable on the effective date of each debenture.

The debenture is to be in such a form as to conform with all normal requirements for Provincial or municipal debentures. The municipality is to obtain Provincial certification of the debenture as to its validity. The debenture must be registered in the name of the municipality concerned in the name of Central Mortgage and Housing Corporation. Registration details are to appear on the debenture.

Repayment is to be made in equal blended payments of principal and interest not less frequently than annually, in accordance with a repayment schedule which will form an integral part of the debenture. The interest rate must be accurately recorded on the face of the debenture, e.g. calculated semi-annually. The debenture must either indicate that all payments of principal and interest are to be made by cheque to Central Mortgage and Housing Corporation or must provide for coupons of combined payments of blended principal and interest in accordance with the repayment schedule.

#### **D. NIP LOANS**

Municipalities may make application to CMHC for loans for each of the separate stages of planning, planning and implementation (three separate loans). Applications are to be made on CMHC form 1846, Application-Loan, in duplicate and are supported by a resolution of council authorizing the loan application together with evidence of Provincial approval.

Upon receipt of acceptable documentation CMHC will issue a commitment by completing the Commitment portion of the CMHC form 1846. This commitment and commitment will serve as a temporary security for advances until replaced by debentures.

Accountable advances are not available on a cash basis. However, loan advances will be made to municipalities upon submission of a completed CMHC form 1850 (Box C) — Loan Advance outlining municipal expenditures which are eligible for loan purposes. Progressive loan advances may be made during each NIP stage, if the municipality desires, upon submission of up-dated CMHC form 1850 (Box C) — Loan Advance.

It is expected that the sum of grants and loans from all Federal and Provincial sources, made to a municipality, will not exceed 100% of the total project costs.



### Example of Loan Calculation

1. Total NIP Expenditure		\$100,000
2. Federal Contributions	\$50,000	
Provincial Contributions	<u>25,000</u>	\$ 75,000
3. Municipal share of project cost		\$ <u>25,000</u>
4. Max. Fed. loan by calculation		38,500
5. Max. Fed. loan available		25,000
6. Total Federal funding		75,000
7. Total Provincial funding		25,000
8. Net Municipal funding		—

### E. COMMERCIAL LOANS

Municipalities may make application to CMHC for a loan with respect to any loan which the municipality has made to a commercial enterprise for the purpose of improving the premises within the neighbourhood, in respect of which a CMHC contribution is made pursuant to Section 27.2 N.H.A.

A commercial loan may not exceed the lesser of \$10,000 or the amount of loan made by the municipality to the commercial enterprise and must be used for physical improvements and aesthetic improvements.

The interest rate for the commercial loan made by the municipality may be  $\frac{1}{2}$  of 1% greater than the rate of the Corporation's loan to the municipality to cover the municipal administration costs. All other terms and conditions of municipal loans to commercial enterprises may be at the municipality's discretion subject to all Provincial requirements.

The method of making application for commercial loans is similar to that for NIP loans except that it is not necessarily for a municipality to proceed on a loan-to-loan basis. The total anticipated commercial loan needs for the implementation period can be estimated during the planning stage and submitted along with any loan requirements for other NIP activities. CMHC will then issue a commitment for the total loan needs, up to the maximum limits outlined in the National Housing Act and the annual NIP agreements. Subsequent to the issuance of a loan advance to the borrower by the municipality, an offsetting advance can be claimed from CMHC through the submission of CMHC form 1850 (Box C) — Loan Advance.

Section 22(8a) of The Provincial Planning Act, R.S.O. 1970, provides the necessary legislative authority to a municipality to process commercial loans, provided the approved redevelopment plan contains a specific reference in this regard. However, if an approved redevelopment plan does not contain such a provision, it would require an amendment to the redevelopment plan prior to the municipality being legally in a position to process any commercial loan.

All other particulars of loan term, debenture, interest rate and repayment are identical to that outlined for NIP.

Both types of loans, NIP and commercial, must be construed as a debt of the municipality since there is a legal obligation to repay CMHC. The commercial loan made by the municipality should not be considered a self-liquidating debt (such as a utility debt) because of the possibility of default or delay on the part of the commercial enterprise.



## **PROCESS BY WHICH THE PROGRAM OPERATES**





## VIII. PROCESS BY WHICH THE PROGRAM OPERATES

The program is operated on the basis of an annual agreement between Central Mortgage and Housing Corporation and the Government of Ontario. This agreement provides for a Federal contribution to the Province of Ontario for re-allocation among Ontario municipalities selected by the Province in consultation with the Municipal Liaison Committee and accepted by C.M.H.C. There is a 4 year period for the completion of the program. The annual agreement also provides the manner in which applications are to be made, sets out criteria for neighbourhood eligibility, and indicates the manner in which certificate of eligibility will be issued. All enquiries should be directed to the Community Renewal Branch of the Ministry of Housing of the Government of Ontario. Also, all applications for the Federal and /or Provincial funds by eligible municipalities in a given year for each of the three successive stages of program operation should be made to the Minister of Housing Government of Ontario.

The selection of the neighbourhood or neighbourhoods within a selected municipality shall be the responsibility of the municipality, as long as the selected neighbourhood complies with the neighbourhood eligibility criteria. Prior to finalizing the selection of the neighbourhood, a municipality should consult with the Community Renewal Branch of the Ministry of Housing.

**It is not mandatory that the three-stage process be followed in every instance. Provided the preparatory work has been completed, a municipality may enter the process at the planning or the implementation stage.**

The staff of the Community Renewal Branch of the Ministry of Housing will help the eligible municipality determine the stage of its operation. The three stages being:

- i) Neighbourhood Selection
- ii) Neighbourhood Planning
- iii) Implementation

Normally a municipality should not require more than 6 months in each of the selection and planning stages and the remaining 3 years for implementation.



## **STAGE I — NEIGHBOURHOOD SELECTION**

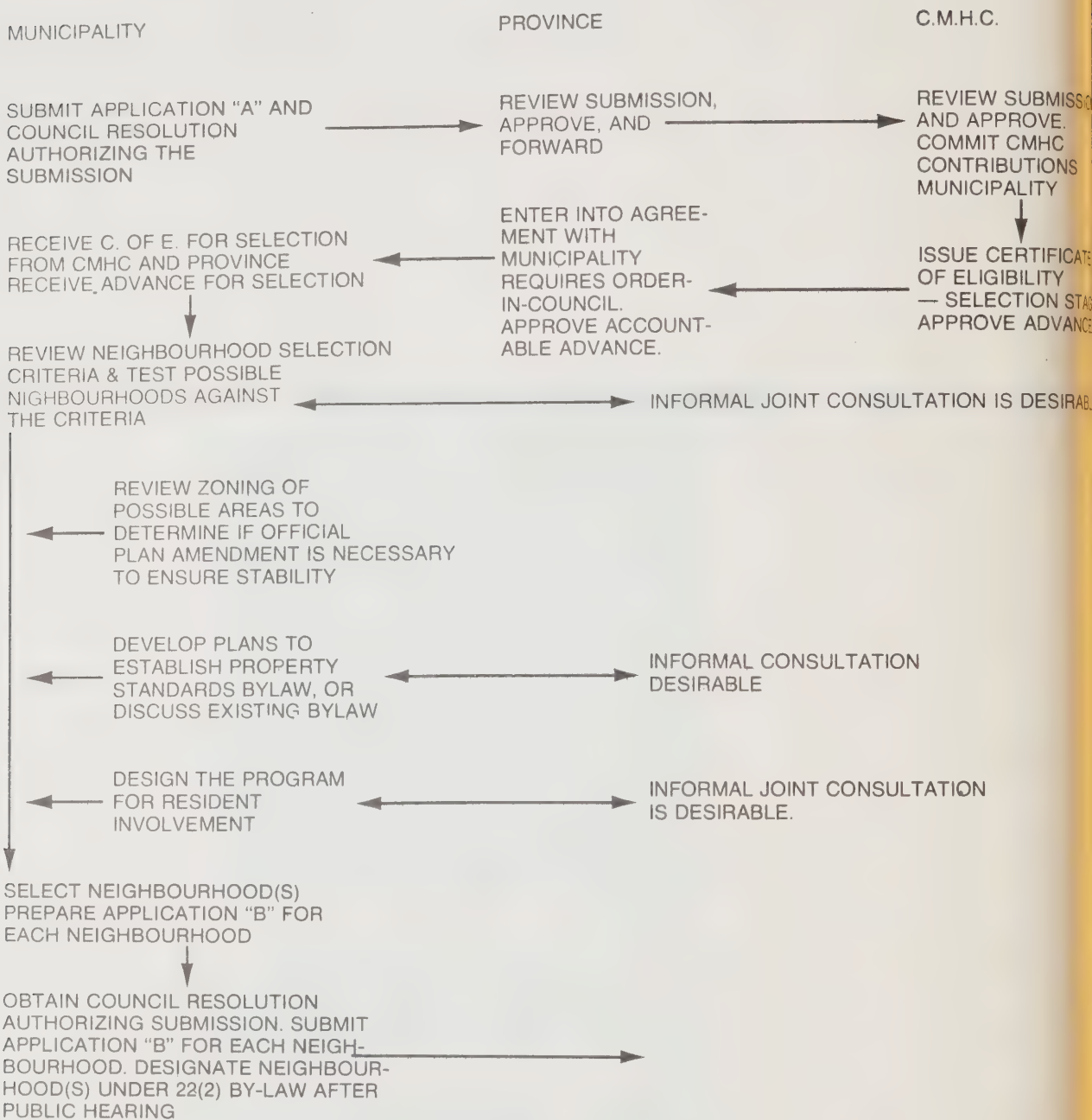




## IX. STAGE I — NEIGHBOURHOOD SELECTION

- (a) Following the selection of municipalities and the establishment of fund ceilings, municipalities selected shall apply to the Minister of Housing to obtain Federal and Provincial funds for the selection of neighbourhoods. For neighbourhood selection, the Federal contribution shall not exceed two percent of the Federal allocation. The Provincial contribution shall be 50% of the Federal contribution. The Federal contribution is normally made in conjunction with the issuance of a Certificate of Eligibility for the pertinent share. The Provincial contribution is only made following the receipt of a Provincial Order-in-Council and the execution of the Provincial-Municipal agreement. Normally at completion of the selection stage a municipality will have designated an area or areas as redevelopment areas under Section 22(2) of The Planning Act and will also have made primary allocations to each area (where more than one area is selected).
- (b) *Municipal Request for Financial Assistance*  
A municipal request for financial assistance to select a neighbourhood or neighbourhoods must be made on Application "A" (see Appendix A). The request for an accountable advance is included on this form.
- (c) Statements of expenditures and requests for accountable advances/progress payments are to be submitted on Claim Form A (see Appendix D).

# FLOWCHART — NIP SELECTION STAGE — ONTARIO



**STAGE II — NEIGHBOURHOOD PLANNING**





X. STAGE II — NEIGHBOURHOOD PLANNING

(a) When an area(s) has been selected, municipalities may apply to the Minister of Housing to obtain Federal and Provincial funds for the preparation of neighbourhood improvement plan(s). The Federal contribution will not exceed 8% of the funding allocated to the neighbourhood by the municipality.

(b) *Municipal Request for Financial Assistance*  
A separate application is required for each neighbourhood selected. The application for neighbourhood planning funds must be made on Application "B" (see Appendix B).  
Municipalities when considering the funding of projects for implementation should note that due to the cost-sharing mechanism the total project costs may exceed more than double the Federal allocation. This is because the Provincial contribution remains a constant 25% of the total cost. Municipal share may be considerably higher than 25%. Note example #2.

Example #1 —

Where money is to be used for parks.

Municipal 25%	Provincial 25%	Federal 50%	Total 100%
\$50	\$50	\$100	\$200
Total Project = \$200.00			

Example #2 —

Where money is to be used for the construction of sewers.

Municipal 50%	Provincial 25%	Federal 25%	Total 100%
\$200	\$100	\$100	\$400
Total Project =\$400.00			

(c) *Minor Implementation* — Prior to the completion of the planning stage and the forwarding of Application "C", the municipality may begin "minor implementation" which can consist of:

1. Property acquisition where it is expedient to purchase immediately;
2. Where it is desirable to complete a project for the sake of visibility to encourage local participation.

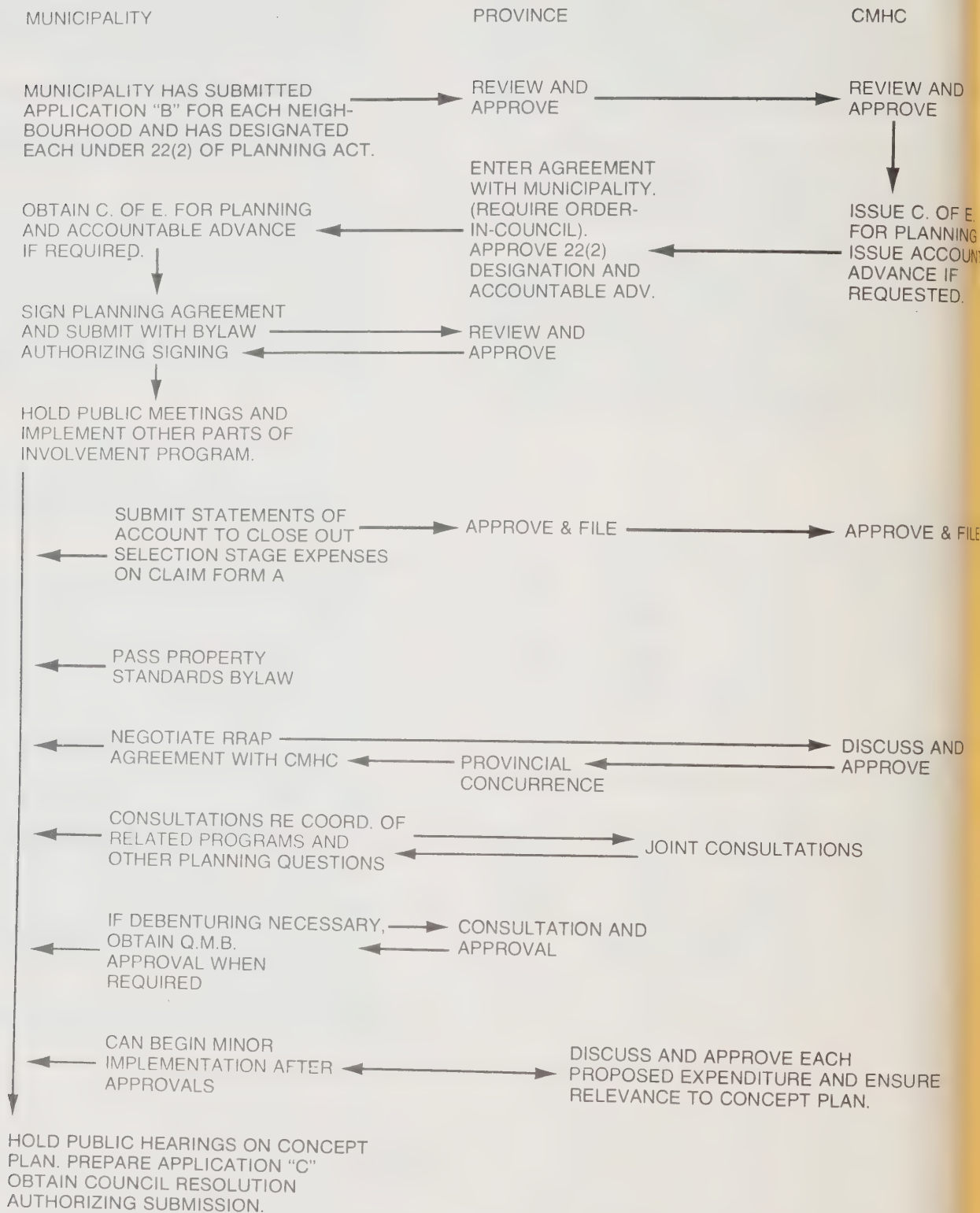
If such minor implementation is carried out, the municipality must ensure that the cost of such projects are not more than the municipal share of the total NIP allocation. Such costs must be borne by the municipality until the Provincial-Municipal agreement and the CMHC Certificate of Eligibility are obtained for Stage III. Subsequent retroactive cost sharing of such items requires the approval of the Minister and CMHC, and will be contingent upon:

1. Prior consultation with CRB,
2. Evidence that the need for such project has been identified through the participatory planning process, and shall form an eligible part of the redevelopment plan.

(d) *RRAP* — The Agreement between the municipality and CMHC regarding the Residential Rehabilitation Assistance Program which is a separately funded program from NIP, and governed by a separate agreement between the municipality and CMHC, should be negotiated as soon as possible in the planning stage and will be submitted by CMHC to the Province for concurrence. Implementation of RRAP cannot begin until a Certificate of Eligibility has been issued for NIP implementation stage. The property maintenance and occupancy standards by-law passed under Section 36 of the Planning Act must be prepared by the municipalities prior to entering implementation. Prior consultation is suggested since this by-law must be satisfactory to the Province for purposes of RRAP. Where a by-law already exists, it is suggested that there should be consultation with CMHC and the Province to ensure its compatability with OHRP and/or RRAP.

(e) Statements of expenditures for the planning stage are to be made on Claim Form A (see Appendix D).

# FLOWCHART — NIP PLANNING STAGE — ONTARIO



## **STAGE III — NEIGHBOURHOOD IMPROVEMENT PLAN IMPLEMENTATION**





## **XI. STAGE III — NEIGHBOURHOOD IMPROVEMENT PLAN IMPLEMENTATION**

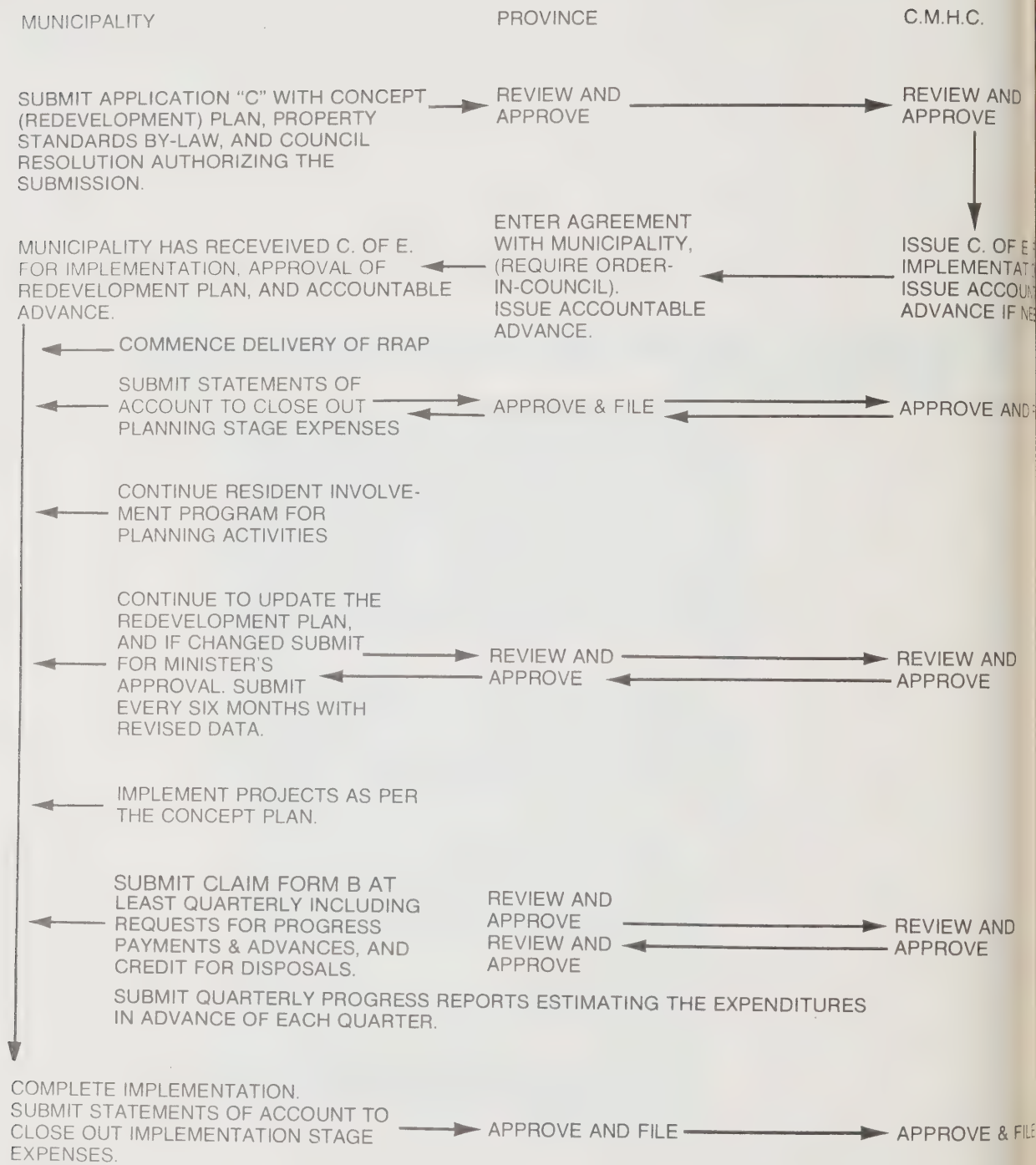
The implementation stage can begin as soon as a neighbourhood improvement concept plan (redevelopment plan) has been formulated and approved by the Province and CMHC. Such approval shall be by way of a Certificate of Eligibility and by agreement between the Province and the municipality. An application for Federal and Provincial funds to implement a neighbourhood improvement plan should be made to the Minister of Housing. The application for neighbourhood improvement plan implementation should be made on the application form marked Application "C".

The Redevelopment Plan By-law passed by the municipality under Section 22 of The Planning Act is forwarded to the Minister of Housing for his consideration and approval. The municipality's request to the Minister of Housing for implementation funds and/or the approval of the redevelopment plan shall be supported with:

- (a) Complete minutes of the public hearing, and
  - (b) Proof of municipal financial capability to meet its share of the cost and that the financing, debenturing, etc. has been approved by the Ontario Municipal Board.
- N.B. Provincial funds will not be released until the legal agreements are entered into. This applies to each stage.

Statements of expenditures and requests for accountable advances/progress payments must be submitted at least quarterly on Claim Form B (see Appendix D).

FLOWCHART — NIP IMPLEMENTATION — ONTARIO



### **STAGE III — IMPLEMENTATION ADMINISTRATIVE CHECKLIST**

- (1) Complete Application "C" and submit with council resolution authorizing the application and the redevelopment plan and debenturing requests to O.M.B. if required.
- (2) Receive Provincial approval of application and the redevelopment plan.
- (3) Receive CMHC approval of application and Certificate of Eligibility.
- (4) Sign implementation agreement with Province and submit with by-law authorizing signing.
- (5) Claim accountable advance not more than 20% of the total Federal contribution allocated to the neighbourhood by the municipality but not to exceed the municipality's anticipated program expenditures for a period of two months.
- (6) Books, vouchers, receipts, etc. must be maintained to substantiate subsequent claims.
- (7) Submit Claim Form B at least quarterly but not more often than once per month. Attach Expenditure Detail Sheets supporting each claim. Accountable advances/progress payments may be requested on the claim forms. (see Appendix "D" for instructions)
- (8) Submit Quarterly Progress Report form prior to each quarter beginning April 1, July 1, October 1, and January 1. Give estimated expenditures for the next quarter.
- (9) Submit report of contemplated changes, if any, to the approved redevelopment plan with the April 1, and October 1, Quarterly Progress Reports.
- (10) Receive further accountable advances/progress payments.

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## THE C.M.H.C. ROLE





## **XII. THE CMHC ROLE**

The CMHC role will be:

- (a) To negotiate an annual NIP agreement including the list of eligible municipalities in collaboration with the Province.
- (b) Approving applications from eligible municipalities as submitted by the Province, pursuant to the annual NIP agreement.
- (c) Issuing the relevant certificate of eligibility in the name of the Federal Government to the municipality and forwarding a copy to the Province.
- (d) Preparation and release of joint press release.
- (e) Making advance payments to the municipality through the Province.
- (f) Processing claims for Federal contributions and loans as submitted by the Province and make payments to municipality.
- (g) Continuing project monitoring and review to determine if project objectives are being met.
- (h) Undertake jointly with the Province an evaluation of the effectiveness of the Neighbourhood Improvement Program.
- (i) Negotiate RRAP agreement with the municipality after Provincial authorization has been obtained (CMHC Office).



## THE PROVINCIAL ROLE





### **XIII. THE PROVINCIAL ROLE**

The Provincial role will be:

- (a) Receive statement of intent to participate from municipalities wishing to enter the program.
- (b) Negotiate an annual NIP agreement with the Federal Government, in consultation with the Municipal Liaison Committee, and also re-allocation of funds where necessary.
- (c) In consultation with the Municipal Liaison Committee, develop municipal selection criteria and also prepare the list of selected municipalities in a given year.
- (d) Notify eligible municipalities.
- (e) Discuss with eligible municipalities the status of their Neighbourhood Improvement Program.
- (f) Receive and review applications from eligible municipalities for Federal and Provincial aid, and if acceptable, forward same to CMHC field office.
- (g) Advise municipalities of the Federal decisions on their applications.
- (h) Receive and review municipal requests for Provincial and Federal advance payments, and if acceptable, forwarding the latter to CMHC field office.
- (i) Receive and review municipal claims for Provincial and Federal payments, and if acceptable, forwarding the latter to CMHC field office.
- (j) Receive redevelopment plan and process for approval.
- (k) Negotiate individual agreements at each stage with the municipality.
- (l) Continue project monitoring and review to determine if objectives are being met and to recommend adjustment.
- (m) Undertake jointly an evaluation of the effectiveness of the Neighbourhood Improvement Program as per clause 10 of the agreement.
- (n) Prepare a needs and demands study for allocations for subsequent years.
- (o) Provide Ministerial approval of CMHC/Municipal RRAP agency agreement.



**ACCOUNTABLE ADVANCES/PROGRESS PAYMENTS —  
FEDERAL AND PROVINCIAL CONTRIBUTIONS**



#### **XIV. ACCOUNTABLE ADVANCES/PROGRESS PAYMENTS — FEDERAL AND PROVINCIAL CONTRIBUTIONS**

##### **A. ACCOUNTABLE ADVANCES**

To provide working capital to a municipality for NIP purposes, the Province and CMHC may make accountable advances in relation to their respective contributions. There will be no accountable advances in respect to loans. Accountable advances may be made as follows:

- (a) For neighbourhood selection, the Federal contribution shall not exceed two percent of the Federal allocation. The Provincial contribution shall be 50% of the Federal contribution.
- (b) For neighbourhood planning, the Federal contribution shall not exceed 8% of the contribution allocated to the neighbourhood by the municipality. The Provincial contribution shall be 50% of the Federal contribution.
- (c) For implementation, accountable advances can be made to a municipality up to its anticipated program expenditures for a two month period but in no event exceeding 20% of the total Federal contribution allocated to the neighbourhood by the municipality. As progress claims are submitted the accountable advance can be reinstated, subject to the above, until 90% of the Federal and Provincial contributions have been disbursed (progress payments plus outstanding accountable advances). Beyond this level the final 10% may be forwarded on a reimbursement basis of actual municipal expenditures through the submission of accounts on Claim Form B(s).
- (d) Initial accountable advances for each stage are applied for on the appropriate application form.



## **B. PROGRESS PAYMENTS**

Progress claims for both the Provincial and CMHC share of the costs are to be submitted on claim forms obtained from the Community Renewal Branch, Ministry of Housing (see Appendix D for instructions). The progress claims shall be submitted to the Community Renewal Branch of the Ministry of Housing, who will in turn forward copies to the local CMHC Branch Manager for his review and payment of the Federal share.

## **C. FEDERAL AND PROVINCIAL CONTRIBUTIONS**

The claim should be supported with attached Expenditure Detail sheets (Appendix D) providing the following details:

- i) Date of expenditure
- ii) Nature of expenditure
- iii) Amount of expenditure
- iv) Recipient (name of person or firm to whom the disbursement was made)
- v) Address of property where applicable
- vi) Property acquisition — specify the following where applicable (use separate sheets if necessary, repeating property address):
  - a) Approximate land area
  - b) Existing land use
  - c) No. of households displaced
  - d) No. of persons displaced
  - e) No. of persons to be rehoused
  - f) Intended land re-use, e.g. residential, social facilities, parks, etc.
  - g) No. of proposed housing units

## QUARTERLY PROGRESS REPORTS



## **XV. QUARTERLY PROGRESS REPORTS**

The Quarterly Progress Report Form (Appendix E) is to be submitted at the start of each quarter during the implementation stage. This report will give the estimated expenditures for the coming quarter. (The fiscal year is from April 1 to March 31).

Should there be any changes to the approved redevelopment plan, a statement specifying the revised plan should be submitted together with the Quarterly Progress Report at six month intervals (i.e. with the first and/or third quarter reports).





## THE SITE CLEARANCE PROGRAM



## XVI. THE SITE CLEARANCE PROGRAM

The Program is not applicable within NIP areas, however, funding for such projects is not separate from the total Federal NIP allocations.

Funds under this program are to be used for the purpose of acquiring and demolishing:

- (a) Lands and residential buildings outside of NIP areas that do not meet the minimum housing standards set out in the agreement, and
- (b) Lands and buildings, other than residential buildings, that are outside NIP areas and that are:
  - (i) located in an area that contains housing that is occupied mainly by individuals or families of low income, and
  - (ii) being used for a purpose that is inconsistent with the general character of the area in which the buildings are located, where the lands will be used, after their acquisition and clearance, for housing or recreation or social facilities.

In both cases, the program is characterized by its small scale — the total sum of acquisition and demolition costs of contiguous properties cannot exceed \$500,000. This measure has been instituted to prevent a disruption of existing areas by large scale clearance.

Application of the program is contingent upon the adoption of a property maintenance standards by-law, and upon satisfactory compensation to those affected.

### PROGRAM OBJECTIVES

The program is designed to assist municipalities to enforce property maintenance and occupancy by-law standards to existing residential buildings on a municipal wide basis. It will also help in rationalizing land uses in low income residential areas through the acquisition of noxious use properties that have a blighting effect on the area.

#### *Site Clearance Eligibility Criteria*

To qualify for assistance under the program, the total sum of acquisition and demolition costs of contiguous properties must not exceed \$500,000.

The program applies to the acquisition and clearance of:

- (a) Lands and residential buildings that:
  - (i) are outside neighbourhood improvement areas,
  - (ii) do not meet minimum housing standards,
  - (iii) are beyond the stage where they can be economically rehabilitated.

- (b) Land and buildings other than residential buildings that:
  - (i) are outside neighbourhood improvement areas,
  - (ii) are located in a predominantly residential area inhabited mainly by individuals or families of low income,
  - (iii) are being used for a purpose that is inconsistent with the general character of the area and where the land will be used, after acquisition and clearance, for housing or recreation or social facilities.

#### *Federal Financial Assistance*

Pursuant to Section 27.3 and 27.4 of the National Housing Act, CMHC may contribute up to 25% of the cost of:

- (i) relocation expenses and compensation for individuals who have been dispossessed of housing accommodation as a result of a project for which assistance is sought.
- (ii) acquiring or demolishing buildings, less the market value of the land based upon its re-use, as approved by CMHC.

In addition, pursuant to Section 27.5(2) of the National Housing Act, CMHC may make loans up to 75 percent of the municipality's share of costs after deducting the CMHC contribution.

Terms and conditions, including interest rates, security and repayment of loans for site clearance operations are identical to those for NIP loans.

#### *Provincial Financial Assistance*

Pursuant to Section 24 of the Planning Act and in accordance with the policy as announced by the Minister of Housing on December 10, 1973, the Province of Ontario may contribute up to 25% of the cost of:

- (i) relocating individuals who have been dispossessed of housing accommodation as a result of a project for which assistance is being sought.
- (ii) acquiring or demolishing buildings, less the market value of the land, after the acquisition or demolition of the buildings, as determined by the Province.

#### *Process by which the program will operate*

The program is closely associated with the Neighbourhood Improvement Program in that it offers an alternative approach to the clearance of small pockets of substandard housing in a community. The

program will operate on the basis of an annual agreement between the Federal Government and the Government of Ontario. In practice this agreement will be negotiated at the same time as the annual N.I.P. agreement and, if desired, the required provisions of both programs can be included in one over-all program. The government of Ontario, in consultation with the Provincial-Municipal Liaison Committee, will prepare annually, list or lists of municipalities to receive Federal and Provincial allocations in a given year. The list or lists will indicate the amount of Federal and Provincial contributions and Federal loans allocated to each municipality in a given year.

The selection of site clearance within a selected municipality shall be the responsibility of the municipality as long as the selected area complies with the Site Clearance Program eligibility criteria.

All inquiries should be directed to the Community Renewal Branch of the Ministry of Housing of the Government of Ontario. Also the applications for the

Federal and Provincial aid by eligible municipalities in a given year should be made to the Minister of Housing Government of Ontario.

#### *Municipal Request for Federal and Provincial Assistance*

Following the Provincial selection of municipalities and the establishment of fund ceilings, municipalities selected may apply to the Minister of Housing Government of Ontario, to obtain Federal and Provincial funds.

#### *Progress Payments — Federal and Provincial Contributions*

The procedure relating to N.I.P. will apply to the Site Clearance Program. **However, accountable advances are not available under the Site Clearance Program.**

## **APPENDIX A — SELECTION STAGE APPLICATION**





NEIGHBOURHOOD IMPROVEMENT PROGRAM  
SELECTION STAGE

APPLICATION FOR FEDERAL AND PROVINCIAL CONTRIBUTIONS

Please Submit 2 Signed Originals and 2 Copies

Form: NAPPA

FOR CMHC USE ONLY

NIP REFERENCE NO.

154-4-

GEOGRAPHIC (ASSESSMENT) CODE

NIP

PROVINCE

COUNTY OR REGION

MUNICIPALITY

1. Date of Application

DAY

MONTH

YEAR

2. We the \_\_\_\_\_ hereby apply for a Federal Contribution of \$ \_\_\_\_\_ and Provincial Contribution of \$ \_\_\_\_\_ for neighbourhood selection purposes under the terms of Part III-1 of the National Housing Act and pursuant to the agreement(s) between the Government of Ontario and Central Mortgage and Housing Corporation and pursuant to Section 24 of the Planning Act, Province of Ontario, respectively.

DAY

MONTH

YEAR

FED./PROV. AGREEMENT DATE

3. This amount is estimated as follows:

	Expenditure	Total \$	Federal 50%	Provincial 25%	Municipal 25%
1)	Planning and Administration				
2)	Resident Participation				
3)	Total				

4. We also apply for an accountable advance of:

(12) Federal \$

Provincial \$

We agree to account for this amount by the submission of a certified statement of neighbourhood selection expenses no later than \_\_\_\_\_. We agree to allow the Province and CMHC access to the accounting records for financial audit purposes.

5. We estimate that the process of neighbourhood selection will be completed by

(12)

DAY

MONTH

YEAR

6. Estimated Housing Conditions (Municipal)  
If possible

13)

Rehabilitation	% of Units
Not Required	
Required	
Beyond Repair	
Total Number of Units in Municipality	

Estimated Income Range of Households (Municipal)  
If possible

Range \$	%	Range \$	%
0 - 4,999		10,000 - 14,999	
5,000 - 6,999		15,000 - 19,999	
7,000 - 9,999		20,000 +	
Average Household Income in Municipality			

7. Municipal Population

(14)

Total Number of Households in Municipality

8. A copy of the council resolution or by-law authorizing submission of this application is attached.

Authorized Signature

Title

Date



## **APPENDIX B — PLANNING STAGE APPLICATION**



NEIGHBOURHOOD IMPROVEMENT PROGRAM  
PLANNING STAGE  
APPLICATION FOR FEDERAL AND PROVINCIAL CONTRIBUTIONS

Please Submit 2 Signed Originals and 2 Copies

Form: NAPPB

FOR CMHC USE ONLY

NIP REFERENCE NO.

154-4-

GEOGRAPHIC (ASSESSMENT) CODE

NIP

PROVINCE

COUNTY OR  
REGION

MUNICIPALITY

Date of Application

DAY	MONTH	YEAR

We, the \_\_\_\_\_ having selected the neighbourhood for the  
Neighbourhood Improvement Program hereby apply for a Federal Contribution of \$\_\_\_\_\_ and Provincial  
contribution of \$\_\_\_\_\_ under the terms of Part III-1 of the National Housing Act and pursuant to an agreement  
between the Province of Ontario and Central Mortgage and Housing Corporation and Section 24 of the Planning Act, Province of  
Ontario respectively.

DAY	MONTH	YEAR

FED./PROV. AGREEMENT DATE

This amount is estimated as follows:

Expenditure	Total \$	Federal 50%	Provincial 25%	Municipal 25%
Planning and Administration				
Resident Participation				
Total				

We also apply for an accountable advance of:

(12) Federal \$

Provincial \$

We agree to account for this amount by the submission of a certified statement of neighbourhood planning expenses by \_\_\_\_\_.  
We agree to allow the Province and CMHC access to the accounting records for financial audit purposes.

We estimate that process of neighbourhood planning should be completed by

(12)

DAY	MONTH	YEAR

Estimated Housing Conditions (NIP Area)

Rehabilitation	% of Units
Not Required	
Required	
Beyond Repair	
Total Units in NIP Area	

Income Range Distribution of Households (NIP Area)

Range \$	%	Range \$	%
0 - 4,999		10,000 - 14,999	
5,000 - 6,999		15,000 - 19,999	
7,000 - 9,999		20,000 +	
Average Household Income			

Estimated NIP Area  
Population

(14)

Estimated NIP Area  
Acreage

Estimated Number of  
Households NIP Area





8. THE DESCRIPTION OF THE NEIGHBOURHOOD

DESCRIPTION (Includes boundaries, attach maps)
--

GROSS LAND USE — BY TYPE (INCLUDING STREETS) (Does not include intended land use)	ACRES/	% OF TOTAL
RESIDENTIAL		
PARKS AND OPEN SPACE		
INSTITUTIONAL		
VACANT LAND		
OTHER (THIS INCLUDES ALL OTHER LAND USES)		
TOTAL		

MUNICIPAL SERVICES

TYPE/	EXISTING CONDITIONS
WATER	
SEWAGE	
STREET LIGHTING	
ROADS	
SIDEWALKS	
HYDRO	
GAS	
OTHER (SPECIFY)	

SOCIAL & RECREATIONAL FACILITIES

EXISTING FACILITIES	ADEQUATE	
	YES	NO



9. NEIGHBOURHOOD RESIDENT INVOLVEMENT

INCLUDE A LIST OF ACTIVITIES AND RESPONSIBILITY OF RESIDENT PARTICIPANTS

PROGRAMS TO COMPLEMENT NIP/RRAP AND OHRP

LIST PROGRAMS BY TYPE (BELOW) WHICH WILL OR COULD BE UTILIZED TO COMPLEMENT THE NIP/RRAP AND OHRP FOR THIS PROJECT.

FEDERAL/

PROVINCIAL/

MUNICIPAL/

PLEASE STATE FUTURE STABILITY OF NEIGHBOURHOOD IN TERMS OF LAND USE AND DENSITY. SPECIFY ANY EXISTING OR POTENTIAL PUBLIC OR PRIVATE DEVELOPMENT PLANS OTHER THAN NIP AND RRAP HAVING AN IMPACT ON NIP AREAS.

0.

IS THERE A PROPERTY MAINTENANCE & OCCUPANCY STANDARDS BY-LAW IN EXISTENCE IN THIS MUNICIPALITY?

☐ YES      ☐ NO, OUTLINE THE PLANS TO DEVELOP AND IMPLEMENT SUCH A BY-LAW



We also attach a copy of the municipal resolution or by-law authorizing the application.

DATE	TITLE	AUTHORIZED SIGNATURE
------	-------	----------------------

NOTES:

- 1. Data provided should represent the best estimates available. Detailed surveys are not required for this application.
- 2. Please attach separate sheets if space provided is insufficient.
- 3. A household consists of a person or group of persons occupying one dwelling. It usually consists of a family group with or without lodgers, employees, etc. However, it may consist of two or more families sharing a dwelling, or a group of unrelated persons or one person living alone. This definition is employed by Statistics Canada and applies through the rest of this form.





## **APPENDIX C — IMPLEMENTATION STAGE APPLICATION**



# NEIGHBOURHOOD IMPROVEMENT PROGRAM

APPLICATION 'C'

## IMPLEMENTATION STAGE

### APPLICATION FOR FEDERAL AND PROVINCIAL CONTRIBUTIONS

Please Submit 2 Signed Originals and 2 Copies

FORM: NAPPC

FOR CMHC USE ONLY
NIP REFERENCE NO.
<b>154-4</b>

GEOGRAPHIC (ASSESSMENT) CODE									
NIP	<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td></tr></table>		
	PROVINCE	COUNTY, REGION	MUNICIPALITY						
NEIGHBOURHOOD/AREA NAME									

1. Date of Application

DAY	MONTH	YEAR

2. We the \_\_\_\_\_ hereby apply for a Federal contribution of

\$ \_\_\_\_\_ and Provincial contribution of \$ \_\_\_\_\_ under the terms of part III-1 of the National Housing Act and pursuant to the agreement(s) entered into between the Province of Ontario and Central Mortgage and Housing Corporation and Section 24 of the Planning Act, Province of Ontario, respectively. The requested contribution is to assist in implementing our improvement plan in this neighbourhood.

Fed./Prov.  
Agreement

DAY	MONTH	YEAR

Refunding  
Agreement

DAY	MONTH	YEAR

3. This amount is estimated as follows:

	Expenditure	Total \$	Federal \$	Provincial \$	Municipal \$
(1)	Planning Refinement				
(2)	Resident Participation				
(3)	Social/Rec. Facilities				
(4)	Land Cleared for Soc. Hsg.				
(5)	Relocation				
(6)	Administration				
(7)	Services and Utilities				
(8)	Land acquisition - Other uses				
(9)	Reserve or Contingencies for future proposals				
(10)	Total				

Note: Reallocation of funds is possible within the overall total amount.

(11)	Estimated Expenditure for Each Year of Program	CURR. YEAR	YEAR 2	YEAR 3	YEAR 4

4. We also apply for an accountable advance of:

(12) Federal \$

--

Provincial \$

--

We agree to account for this amount and to apply for further payments through the submission of certified statements of Implementation expenditures on a quarterly basis to the Province.

5. We estimate that the implementation of the improvement plan will be completed by

(12)

DAY	MONTH	YEAR

6. Housing Conditions (NIP Area)

(13)	Rehabilitation	% of Units
	Not Required	
	Required	
	Beyond Repair	
	Total Units in NIP Area	

Income range of Households (NIP Area)

Range \$	%	Range \$	%
0 - 4,999		10,000 - 14,999	
5,000 - 6,999		15,000 - 19,999	
7,000 - 9,999		20,000 +	

7. NIP Area Population

NIP Area Acreage

Number of Households NIP Area

(14)

--

--

--



8. EXISTING CONDITIONS IN THE NEIGHBOURHOOD

DESCRIPTION (Includes Boundaries, attach map)

TENURE

TYPE OF DWELLINGS	NUMBER OF UNITS
OWNER-OCCUPIED	
TENANT-OCCUPIED	
TOTAL NO. OF UNITS	

LAND USE BREAKDOWN

NET LAND USE (To nearest 1/2 acre) by type (excluding streets)	PRESENT LAND USE (before NIP plan)		PROPOSED LAND USE (in NIP plan)	
	ACRES	% TOTAL	ACRES	% TOTAL
RESIDENTIAL				
PARKS & OPEN SPACE				
INSTITUTIONAL				
MIXED COMMERCIAL AND RESIDENTIAL				
INDUSTRIAL				
COMMERCIAL				
PARKING (Open & Garages)				
STREETS				
VACANT				
OTHER (Specify)				
TOTAL				

NUMBER OF EXISTING RESIDENTIAL DWELLING UNITS TO BE ACQUIRED	NUMBER OF HOUSEHOLDS TO BE DISPLACED/
---	--





9. DESCRIPTION OF NEIGHBOURHOOD IMPROVEMENT PLAN

OUTLINE PLAN OBJECTIVES, NEEDS AND PRIORITIES:
OUTLINE PLANS TO SECURE INTENDED LAND AND RESIDENTIAL DENSITY PATTERNS OF THE NIP AREA.
DESCRIBE RESIDENT INVOLVEMENT: (INCLUDE A LIST OF ACTIVITIES AND RESPONSIBILITIES OF RESIDENT PARTICIPANTS)

10. SOCIAL AND RECREATIONAL FACILITIES

LIST IMPROVEMENTS TO EXISTING FACILITIES/
LIST NEW FACILITIES TO BE CONSTRUCTED/

REHOUSING PROGRAM (IF APPLICABLE)  
include details of financial assistance to be made available.

TENANTS/
OWNERS

AQUISITION AND CLEARANCE ESTIMATE  
(IF APPLICABLE)

BUILT-UP LAND TO BE CLEARED (Describe Use)	ACRES	PROPOSED LAND RE-USE
TOTAL		

MUNICIPAL SERVICES

	TYPE/	EXISTING (To be improved)	NEW (To be installed)
1	WATER		
2	SEWAGE		
3	STREET LIGHTING		
4	ROADS		
5	SIDEWALKS		
6	HYDRO		
7	GAS		
8	OTHER (Specify)		



11. PROGRAMS TO COMPLEMENT NIP/RRAP AND OHRP

LIST PROGRAMS BY TYPE (BELOW) WHICH WILL OR COULD BE UTILIZED TO COMPLEMENT THE NIP/RRAP FOR THIS PROJECT.
FEDERAL/
PROVINCIAL/
MUNICIPAL

PLEASE STATE FUTURE STABILITY OF NEIGHBOURHOOD IN TERMS OF LAND USE AND DENSITY. SPECIFY ANY EXISTING OR POTENTIAL PUBLIC OR PRIVATE DEVELOPMENT PLANS OTHER THAN NIP AND RRAP HAVING AN IMPACT ON NIP AREA.

12.

Commercial rehabilitation LOANS				
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13. A copy of the municipality's property maintenance & occupancy standards by-law.
14. A council resolution or by-law authorizing the application.
15. Undertaking to submit a quarterly basis progress reports and other data related to the project as required by the Province and CMHC.
16. Undertaking by the municipality to submit up-to-date neighbourhood improvement plans and budgets every six months until the plan is finished.
17. Undertaking by the municipality to the effect that each contract entered into by a municipality with respect to project implementation will be by public tender unless otherwise agreed to by the Province and the Corporation.
18. To allow the Province and CMHC an access to accounting records for final audit purposes.

DATE	TITLE	AUTHORIZED SIGNATURE
------	-------	----------------------

- NOTES:
1. Various sources of data or records to assist in the formulation of improvement needs should be used to provide the requested information.
2. Please attach separate sheets if space provided is insufficient.



**APPENDIX D — CLAIM FORMS & EXPENDITURE DETAIL SHEET**







PROCEDURES

Claim Forms are to be submitted in the following manner:

NIP Selection Stage: - submit once at the end of the stage

- submit one Claim Form A and Expenditure Detail Sheet

NIP Planning Stage: - submit at least quarterly

- submit one Claim Form A and Expenditure Detail Sheet(s)

NIP Implementation Stage: - submit at least quarterly

- submit one Claim Form B and Expenditure Detail Sheet(s)

Site Clearance Programme: - submit at least quarterly

- submit one Claim Form B and Expenditure Detail Sheet(s)

Note: \* Where a Municipality wishes to claim for several projects which are concurrently underway (for example 2 NIP Neighbourhoods and a Site Clearance Project), separate claims are required for each.

- \* For all Claim Forms, submit 2 originals and 4 copies (including Expenditure Detail Sheets) to:  
Ministry of Housing, Community Renewal Branch.

- \* Refer also to the NIP Administration Guide for specific conditions which may limit the eligibility of expenditures.

NIP Selection Stage

Include all selection, administrative and participation expenditures made for the purpose of selecting one or more neighbourhoods eligible for the NIP Planning phase. As the form indicates, selection-administration (line 1) costs should be separated from participation (line 2) costs, where possible.

NIP Planning Stage

1. Eligible Planning and Administration costs (line1) include professional salaries, consultant fees, surveys, public meeting costs, related printing and advertising costs, costs of developing occupancy and maintenance bylaws, site office expenses etc.

2. Resident Participation costs include any costs directly attributable to participation, such as costs of providing support for resident organizations, salaries of planners directly working for residents and out of pocket expenses paid to resident representative meetings.

Claim Calculations

- In the case of a first claim (for example, the first claim of the planning stage) line 5 would show the amount of the advance issued with the C. of E. and for the Provincial/Municipal Agreement. If no advance had been issued the amount would be 0.

- The amount on line 9 is to be included on the subsequent Claim Form on line 5.

- Line 10 is the amount of contributions authorized for the stage. The CMHC amount can be found on the Certificate of Eligibility for the stage. The Provincial amount can be found in the Provincial/Municipal Agreement.



CLAIM FORM 'B'

ITEM	A. CURRENT AMOUNT (This Period)	B. PREVIOUS TOTAL (Last Claim)	C. TOTAL TO DATE (A + B)	D. C.M.H.C.		E. PROVINCIAL		F. MUNICIPAL	
				%	\$ Amount	%	\$ Amount	%	\$ Amount

NIP Implementation Stage

Expenditures Made				Total Contributions To Date					
1	Planning Refinement				50	25		25	
2	Resident Participation				50	25		25	
3	Social Rec. Facilities				50	25		25	
4	Land For Social Housing				50	25		25	
5	Relocation				50	25		25	
6	Administration				50	25		25	
7	Services and Utilities				25	25		50	
8	Land For Other Uses*				25	25		50	
9	Total Impl. Stage Exp.								

Distribution of Proceeds

10	Proceeds From Disposals								
11	Net Expenditure (9 - 10)								

Site Clearance Programme (S.C.P.)

Total Contributions To Date

Expenditures Made				Total Contributions To Date			
12	Property Acquisition			25	25	50	
13	Relocation			25	25	50	
14	Total SCP Expenditures						

Instructions

Submit 2 signed originals and  
4 copies of Claim Form 'B'  
with Expenditure Detail Sheets  
to:  
Ministry of Housing  
Community Renewal Branch

Submit at least quarterly for  
implementation stage

Claim Calculations

15	Contributions Eligible To Date (9 or 14)		
16	Total Previous Payments Including Advances		
17	Contributions Now Payable (15 - 16)		
18	Accountable Advance Requested		
19	Payable (or Credit) This Claim. (17 or 18)		
20	Total Payment Including This Claim (16 + 19)		
21	Maximum Authorized Contribution This Stage		

**Note:** Line 20 is not to exceed line 21 which is the maximum authorized contribution for NIP Implementation Stage or for Site Clearance Programme.  
\* Amount in line 8 is Net. Refer to Notes.

Filled Out By Municipality

Municipality			
Geographical Assessment Code	Prov	County	Mun
Project Name			
Claim No. This Stage		Final	
Claim Period	From	Day	Month
	To	Day	Month
Date of This Claim	Day	Month	Year
Municipal File No.			
Authorized Signature			
Title			
Checked By			

For Provincial Use Only

Programme Activity No									
Sub-Account	Org	Unit							
Authorized Signature									
Title									
Day	Month	Year	Checked By						

For CMHC Use Only

NIP File No	154-4-	
Payment Approved	Amount	\$
Cheque No		Day
Date		Month
		Year
Signature CMHC Mgr		



PROCEDURES:

Claim Forms are to be submitted in the following manner:

**NIP Selection Stage:** - submit once at the end of this stage

- submit one Claim Form A and Expenditure Detail Sheet

**NIP Planning Stage:** - submit at least quarterly

- submit one Claim Form A and Expenditure Detail Sheet(s)

**NIP Implementation Stage:** - submit at least quarterly

- submit one Claim Form B and Expenditure Detail Sheet(s)

**Site Clearance Programme:** - submit at least quarterly

- submit one Claim Form B and Expenditure Detail Sheet(s)

**Note:** \* Where a Municipality wishes to claim for several projects which are concurrently underway (for example, 2 NIP Neighbourhoods and a Site Clearance Project), separate claims are required for each.

- \* For all Claim Forms, submit 2 signed originals and 4 copies (including Expenditure Detail Sheets) to: Ministry of Housing, Community Renewal Branch.

\* Refer also to the NIP Administration Guide for specific conditions which may limit the eligibility of expenditures.

**NIP Implementation Stage (Lines 1 to 9 on Claim Form B)**

Specify all expenditures according to their end use as follows.

1. **Planning Refinement** - include all costs directly attributable to further refinement of general land use planning, excluding any design work related to a specific project.
2. **Resident Participation** - costs include any costs directly attributable to participation, such as costs of providing support for resident organizations, salaries of planners directly working for residents and out of pocket expenses paid to resident representatives to attend planning meetings.
3. **Social and Recreation Facilities** - include property acquisitions to provide land for open space or social and recreational facilities, and related costs such as appraisal, survey and legal fees and clearance costs, design costs of social and recreational facilities and capital costs. Show an appropriate deduction for the cost of facilities beyond the neighbourhood scale.

4. **Land Cleared for Social Housing** - include property acquisitions, clearance costs, and other related legal or professional costs to provide land for medium and low density housing for individuals and families of low and moderate income where:

- (a) the property consists of residential buildings that are beyond the stage of economic rehabilitation and will be cleared, or
- (b) the existing land use is inconsistent with the general character of the area, or
- (c) the property is adjacent to (a) or (b) and is required to assemble a suitable site for the planned re-use of the land.

5. **Relocation** - include moving costs and other compensation paid to individuals or families.

6. **Administration** - include rental of site office, salaries of staff, office equipment and supplies, information program costs.

7. **Services and Utilities** - include the cost of improving services and utilities, final design and supervision, costs arising from the removal abandonment or closing of services and utilities, and the cost of land acquisition (include only land actually used for services or utilities). Show an appropriate deduction for the cost of installation beyond the neighbourhood scale.

8. **Land for Other Uses** - include property acquisitions and related legal, survey and administrative costs. Show a deduction reflecting the estimated market value of the land based on its intended re-use. Only the net value is to be entered on line 8 of Claim Form B.

**Proceeds from Disposals (Lines 10 and 11 on Claim Form B)**

This relates to NIP projects funded under the 1975 and subsequent agreements. Where a NIP - acquired asset is disposed of (for example, land cleared for social housing subsequently being sold to a public housing authority) CMHC and the Province will not share in the proceeds, but the amount of proceeds obtained by the Municipality must be recorded. This applies also in the case of a leasehold disposal, in which case the capitalized value of the leasehold is used. The Municipality should re-invest proceeds in the NIP area wherever possible. In any case, the total amount of proceeds retained should not exceed the total amount contributed by the Municipality for the implementation stage (box F9 on the final Claim Form B).

The above provisions do not apply to Land for Other Uses (line 8, Claim Form B), where expenditures are netted before contributions are calculated.

**Site Clearance Programme- (Lines 12 to 14 on Claim Form B)**

**Property Acquisition** - include actual cost of acquisition and related costs, such as appraisal, survey and legal fees and clearance costs. Show a deduction representing the estimated market value of the land based on its intended re-use.

**Relocation** - include moving costs and other compensation paid to individuals or families.

**Claim Calculations**

In the case of the first claim for NIP Implementation Stage, line 16 should indicate the amount of the accountable advance issued with the C. of E. - enter 0 if there was no advance. The amount on line 20 is entered on the subsequent claim form on line 16. Line 21 is the maximum amount of contributions authorized for the stage. For the CMHC maximum contribution amount, see the C. of E. For Site Clearance, accountable advances are not available. The Provincial maximum contribution is indicated in the Provincial/Municipal Agreement.

**Expenditure Detail Sheet**

This form is intended to provide a convenient record of individual transactions for the NIP and Site Clearance Programmes. All expenditures and proceeds from disposals should be recorded in chronological order for the claim period reported. A separate sheet for each category of expenditure should be used.

## EXPENDITURE DETAIL SHEET

FOR NIP AND SITE CLEARANCE CURRENT EXPENDITURES

NOTE: FILL OUT ONE SHEET FOR EACH EXPENDITURE CATEGORY FOR EACH CLAIM

Category of Expenditure (See Claim Form A and B)
---

Claim Period	From	To
--------------	------	----

Page  of

[illegible]

Total

Enter This Total in the Appropriate Category on Claim Form A or B





## APPENDIX E — QUARTERLY PROGRESS REPORT FORM



(IMPLEMENTATION STAGE)

FORM: NQTR

FOR CMHC USE ONLY
NIP REFERENCE NO.
154-4-
Do you anticipate making application for any Federal Loans during this quarter?

GEOGRAPHIC (ASSESSMENT) CODE		
NIP	<div><div></div><div></div></div>	<div><div></div><div></div></div>
	PROVINCE	COUNTY; REGION
		MUNICIPALITY
Neighbourhood/Area		
Name		
Municipality		

1. Estimated Expenditures for next quarter period Starting

DAY	MONTH	YEAR

	Expenditures	Total \$	Federal \$	Provincial \$	Municipal \$
(1)	Planning Refinement				
(2)	Resident Participation				
(3)	Social/Rec. Facilities				
(4)	Land cleared for Soc. Hsg.				
(5)	Relocation				
(6)	Administration				
(7)	Services and Utilities				
(8)	Land Acquisition - other uses				
(9)	Reserve or Contingencies for future proposals				
(10)	Totals				

2. Estimated Expenditures for balance of fiscal year Ending (include above quarter)

DAY		MONTH		YEAR
3	1	0	3	

	Total	Federal	Provincial	Municipal
(11) All Expenditures				

### \*3. Housing Conditions (Municipal)

(13)	<b>Rehabilitation</b>	<b>% of Units</b>
	Not Required	
	Required	
	Beyond Repair	
	Total Units in Municipality	

Income Range of Households (Municipal)

Range \$	%	Range \$	%
Average Household Income			

\*4. Municipal Population (14)

\_\_\_\_\_

Total Number of Households  
in Municipality

© 1999 Blackwell Science Ltd

### \*5. Housing Conditions (NIP Area)

(13)	<b>Rehabilitation</b>	<b>% of Units</b>
	Not Required	
	Required	
	Beyond Repair	
	<b>Total Units in NIP Area</b>	

Income Range of Households (NIP Area)

Range \$	%	Range \$	%
0 - 4,999		10,000 - 14,999	
5,000 - 6,999		15,000 - 19,000	
7,000 - 9,999		20,000 +	
Average Household Income			

\*6. NIP Area Population

\_\_\_\_\_

### NIP Area Acreage

\_\_\_\_\_

Number of Households (NIP Area)

--

Authorized Signature

Title

Date \_\_\_\_\_



## APPENDIX F — NIP AND COMMERCIAL LOAN FORMS





NEIGHBOURHOOD IMPROVEMENT PROGRAM, PART III-I, NHA / PROGRAMME D'AMÉLIORATION DES QUARTIERS, PARTIE III-I, LNH

MIT IN DUPLICATE TO CMHC  
METTRE À LA SCHL EN DEUX COPIES

APPLICANT / DEMANDEUR:

MUNICIPALITY / MUNICIPALITÉ:	PROVINCE:
PROJECT (SPECIFY NEIGHBOURHOOD IF APPLICABLE): PROJET (PRÉCISER QUARTIER S'IL Y A LIEU):	

CMHC USE ONLY / RÉSERVÉ À LA SCHL	
CMHC REF. NO. / NO DE RÉF. SCHL:	
ACCOUNT NO.: COMPTÉ NO.:	
COMPLETION DATE DATE DE RÉDACTION	DAY / J. MO. / M. YR. / A.
LOCATION ENDROIT	PROV. CU. MUNIC.
TRANS. COOP. IND. D'OP.	NEIGH. / PROJ. / AMEL. / Q. ART.

PROGRAM / PROGRAMME

INDICATE (✓) AS APPLICABLE / POINTER (✓) SELON LE CAS

NEIGHBOURHOOD IMPROVEMENT AMÉLIORATION DU QUARTIER	1 SELECTION CHOIX	2 PLANNING PLANIFICATION	3 IMPLEMENTATION MISE EN ŒUVRE	SITE CLEARANCE DÉGAGEMENT DES TERRAINS	4
---	----------------------	-----------------------------	-----------------------------------	---	---

MUNICIPAL COSTS / COÛTS À LA MUNICIPALITÉ

PROJECT / PROJET	ESTIMATED COSTS COÛTS ESTIMATIFS	%	NHA CONTRIBUTION CONTRIBUTION LNH	BALANCE / SOLDE (MUNICIPAL COST) (COÛT À LA MUNICIPALITÉ)
NAME / NOM			\$	
SUB-TOTAL TOTAL PARTIEL	\$			
LESS: OTHER FEDERAL GRANTS MOINS: AUTRES SUBVENTIONS FÉDÉRALES			\$	
NET MUNICIPAL COST COÛT NET À LA MUNICIPALITÉ			\$	
75% OF NET MUNICIPAL COST 75% DU COÛT NET À LA MUNICIPALITÉ			\$	
PLUS: COMMERCIAL LOANS PLUS: PRÊTS COMMERCIAUX			\$	
TOTAL			\$	

MUNICIPALITY / MUNICIPALITÉ

C.C.80 1

I hereby apply for the loan shown above, for the purpose of financing the project specified, subject to the terms and conditions outlined on the reverse. A resolution of Council, together with evidence of provincial approval authorizing this application, is attached.

Nous demandons par la présente le montant du prêt susmentionné pour financer le projet précisé sous réserve des conditions décrites au verso. Ci-annexé une résolution du conseil avec une preuve de l'approbation provinciale, autorisant cette demande.

SIGNATURE:	TITLE / TITRE:

CMHC APPROVAL / APPROBATION DE LA SCHL

I hereby approve this loan in accordance with Part III-I of the National Housing Act and subject to the terms and conditions specified on the reverse the following repayment terms shall apply:

Par la présente, nous approuvons ce prêt conformément à la Partie III-I de la Loi nationale sur l'habitation; et sous réserve des conditions spécifiées au verso, les conditions de remboursement suivantes s'appliquent:

AN AMOUNT MONTANT DU PRÊT \$	INTEREST RATE TAUX D'INT.	CALCULATED SEMI-ANNUALLY CALCULÉ SEMES.	INTEREST ADJUSTMENT DATE DATE D'AJUSTEMENT DE L'INTÉRÊT	DAY / J. MO. / M. YR. / A.
PAYMENT / REMB.: MONTANT	AMORTIZATION PERIOD PÉRIODE D'AMORT.	YEARS ANS	FIRST PAYMENT DATE DATE DU PREMIER PAIEMENT	DAY / J. MO. / M. YR. / A.
MONTHLY MENSUEL	3 SEMI-ANNUALLY SEMESTRIEL	C.C.80	DATE:	SIGNATURE:
QUARTERLY TRIMESTRIEL	4 ANNUALLY ANNUEL	2		

## TERMS AND CONDITIONS / CONDITIONS

Subject to the terms and conditions herein described:

1. (a) Central Mortgage and Housing Corporation will make a loan to the municipality in the amount shown on the face hereof;
- (b) During the period of implementation of the project the Corporation will make loan advances not more frequently than monthly on advance certificates satisfactory to the Corporation less the amount equal to advances previously made to the municipality in respect of the loan;
2. (a) The amount of principal money shall be the amount of the loan advanced to the municipality as aforesaid and the rate of interest thereon shall be calculated half-yearly and not in advance, as well after as before maturity of the loan, until paid; the said interest shall be chargeable on the amounts from time to time advanced, computed from the respective date of such advances to the interest adjustment date at which date the said interest shall become due and be paid by cash or cheque; thereafter the principal money, together with interest thereon at the rate specified, shall become due and be paid annually in equal blended payments on the repayment date specified in each and every year for the term of the loan when the full balance of principal and interest shall become due and be paid;
- (b) The municipality shall have the privilege at any time before the expiry of the term of paying the whole or any part of the amount of the loan outstanding without notice or bonus;
3. On each anniversary of the interest adjustment date until the loan is fully advanced the municipality will issue and deliver to the Corporation a debenture of the municipality, in a form acceptable to the Corporation, equal in amount to the principal amount advanced in the preceding twelve-month period. The municipality's obligation to repay the loan together with interest thereon shall, upon delivery of the said debenture, be deemed to be substituted by the municipality's obligation to repay the said debenture in accordance with the terms thereof.
4. In the event of default in the payment of any instalment or any other moneys payable hereunder by the municipality, or upon breach of any covenant or agreement herein contained, after all or part of the loan has been advanced, the whole of the principal together with interest thereon remaining unpaid shall, at the option of the Corporation, forthwith become due and be payable;
5. The municipality shall retain all documents, vouchers, records and accounts pertaining to the cost of implementing the project for not less than seven (7) years from the date of completion of the scheme as determined by the parties hereto, and shall at all reasonable times permit inspection and audit of such records by the Corporation.

Sous réserve des conditions décrites ci-après:

1. (a) La Société centrale d'hypothèques et de logement consentira un prêt à la municipalité, pour le montant indiqué au recto de la présente;
- (b) au cours de la période de la réalisation du projet, la Société fera des avances de prêt, au plus mensuellement, sur présentation de certificats d'avances, reconnus satisfaisants par la Société, moins un montant égal aux avances antérieurement versées à la municipalité relativement au prêt;
2. (a) le montant du principal sera le montant dudit prêt avancé à la municipalité et le taux d'intérêt sur ce montant devra être calculé semestriellement et non d'avance, avant et après l'échéance du prêt, jusqu'au paiement; ledit intérêt devra être ajouté aux montants avancés au besoin et il sera calculé à compter des dates respectives de ces avances jusqu'à la date d'ajustement de l'intérêt, date à laquelle cet intérêt sera échu et devra être payé au comptant ou par chèque; par la suite, le montant de principal avec l'intérêt sur ce montant au taux spécifié, sera échu et devra être payé annuellement en paiements combinés égaux à la date de remboursement spécifiée, au cours de chacune des années de la durée du prêt; après quoi le solde intégral du principal et de l'intérêt sera échu et devra être payé;
- (b) la municipalité aura le privilège, en tout temps antérieur à l'expiration de l'amortissement, de payer entièrement ou en partie le montant impayé du prêt sans avis ni gratification;
3. à chaque anniversaire de la date d'ajustement de l'intérêt jusqu'à ce que le prêt soit entièrement avancé, la municipalité émettra et livrera à la Société une obligation non gagée de la municipalité, sous une forme acceptable à la Société, d'un montant égal au montant de principal avancé au cours de la période de douze mois précédente; sur livraison de cette obligation, l'engagement de la part de la municipalité de rembourser le prêt avec l'intérêt sur ce prêt, sera considéré comme remplacé par l'engagement de la part de la municipalité de rembourser ladite obligation conformément aux conditions de cette obligation;
4. dans le cas d'un défaut de paiement de tout versement ou de toute autre somme payable, en vertu des présentes par la municipalité; ou dans le cas d'une rupture de toute clause ou entente contenue dans les présentes, après que le prêt aura été avancé en entier ou en partie, tout le principal ainsi que l'intérêt alors impayés seront, à la discrétion de la Société, immédiatement échus et à payer;
5. la municipalité conservera tous les documents, pièces justificatives, registres et comptes relatifs au coût de la réalisation du projet pendant au moins sept (7) ans à compter de la date du parachèvement du programme telle qu'elle aura été déterminée par les parties en cause, et elle permettra à la Société, en tout temps raisonnable, d'inspecter et de vérifier ces registres.



CENTRAL MORTGAGE AND HOUSING CORPORATION / SOCIÉTÉ CENTRALE D'HYPOTHÈQUES ET DE LOGEMENT  
REQUEST - CONTRIBUTION / LOAN ADVANCE / DEMANDE - CONTRIBUTION / AVANCE SUR UN PRÊT  
PART III.I, NATIONAL HOUSING ACT / PARTIE III.I DE LA LOI NATIONALE SUR L'HABITATION

CMHC 1850  
9/73

Submit in triplicate to CMHC,  
separate requests monthly,  
for each program.

Soumettre à la SCHL en trois copies  
demandes distinctes mensuelles  
à l'égard de chaque programme

APPLICANT / DEMANDEUR

MUNICIPALITY / MUNICIPALITÉ:		NEIGHBOURHOOD (IF APPLICABLE) QUARTIER (S'IL Y A LIEU)	
REQUEST NO.: DEMANDE NO.:	FOR PERIOD FROM POUR LA PÉRIODE ALLANT DU	TO AU	
NEIGHBOURHOOD IMPROVEMENT PROGRAM (INDICATE STAGE) PROGRAMME D'AMÉLIORATION DU QUARTIER (POINTER STADE)			
1 SELECTION CHOIX	2 PLANNING PLANIFICATION	3 IMPLEMENTATION MISE EN ŒUVRE	4 SITE CLEARANCE DÉGAGEMENT DES TER. COMPLÈTE A3 / REMPLIR A3
COMPLETE A1 AND A2 REMPLEIR A1 ET A2			

CMHC USE ONLY / RÉSERVÉ À LA SCHL			
CMHC REF. NO. / NO DE RÉF. SCHL:			
ACCOUNT NO.: COMPTÉ NO.:			
COMPLETION DATE DATE DE RÉDACTION			
LOCATION ENDROIT		PROV.	CO. MUNIC.
TRANS CODE IND. D'OP.		NEIGH. PROJ. AMEL. QUAR.	

A. SUMMARY OF ELIGIBLE COSTS / SOMMAIRE DES COÛTS ADMISSIBLES

PROGRAM / ITEM PROGRAMME / POSTE (Support each cost as per reverse) (Soutenir chaque coût suivant verso)	PREVIOUS TOTAL TOTAL ANTERIEUR \$	CURRENT AMOUNT MONTANT ACTUEL \$	TOTAL TO DATE TOTAL A CE JOUR \$	ELIGIBLE NHA CONTRIBUTION TO DATE CONTRIBUTION LNH ADMISSIBLE À CE JOUR %	
					\$
1. Neighbourhood Improvement Prog. Prog. d'amélioration des quartiers					
SELECTION / CHOIX				50	
PLANNING / PLANIFICATION				50	
RESIDENT PARTICIPATION PARTICIPATION DES RÉSIDENTS				50	
SOCIAL / RECREATION FACILITIES ÉQUIPEMENT SOCIAL / RECREATIF				50	
LAND FOR SOCIAL / PUBLIC HOUSING TERRAINS AUX FINS DE LOG. SOC. / PUB.				50	
RELOCATION RELOGEMENT				50	
ADMINISTRATION				50	
SERVICES AND UTILITIES SERVICES PUBLICS ET UTILITÉS				25	
NON-CONFORMING USE ACQUISITIONS ACQUIS. À DES FINS NON CONCILIAIBLES				25	
TOTAL					
2. Commercial Rehabilitation Loans Prêts aux fins de restaur. comm.					
3. Site Clearance / Dégag. des terrains PROPERTY ACQUISITIONS - NET COST ACQUISITION DES PROP. - COÛT NET				25	
RELOCATION RELOGEMENT				25	
TOTAL					

B. FEDERAL CONTRIBUTION / CONTRIBUTION FÉDÉRALE

AMOUNT OF CERTIFICATE OF ELIGIBILITY MONTANT SUR LE CERTIFICAT D'ADMISSIBILITÉ : \$		(as per stage identified above) (selon le stade établi ci-dessus)
1. ELIGIBLE NHA CONTRIBUTION TO DATE CONTRIBUTION LNH ADMISSIBLE À CE JOUR	\$	
2. TOTAL PREVIOUS PAYMENTS - INCLUDING ACCOUNTABLE ADVANCES - DEDUCT TOTAL DES PAIEMENTS ANTERIEURS - Y COMPRIS LES AVANCES COMPTABLES - DÉDUIRE		
3. SUB TOTAL / TOTAL PARTIEL		
4. ACCOUNTABLE ADVANCE REQUESTED AVANCE COMPTABLE DEMANDÉE		
5. AMOUNT PAYABLE THIS CLAIM MONTANT À PAYER D'APRÈS CETTE DEMANDE	\$	

C. LOAN ADVANCE / AVANCE SUR LE PRÊT

AUTHORIZED LOAN AMOUNT / MONTANT DU PRÊT AUTORISÉ		\$
1. TOTAL ELIGIBLE COSTS TOTAL DES COÛTS ADMISSIBLES	\$	
2. DEDUCT. CONTRIBUTIONS - PART III.I, NHA DÉDUIRE: CONTRIBUTIONS - PARTIE III.I DE LA LNH	\$	
OTHER FEDERAL GRANTS AUTRES SUBVENTIONS FÉDÉRALES		
3. NET ELIGIBLE COSTS COÛTS ADMISSIBLES NETS	\$	
4. LOAN AVAILABLE TO MUNICIPALITY / PRÊT À LA DISPOSITION DE LA MUNICIPALITÉ 75% OF (3) ABOVE / 75% DE (3) PRÉCÉDENT	\$	
COMMERCIAL REHABILITATION LOANS PRÊTS AUX FINS DE RESTAURATION COMMERCIALE		
5. PREVIOUS ADVANCES - DEDUCT AVANCES ANTERIEURES - DÉDUIRE		
6. AMOUNT CURRENTLY AVAILABLE MONTANT ACTUELLEMENT DISPONIBLE	\$	

D. CERTIFICATION ATTESTATION

THE FOREGOING REQUEST HAS BEEN COMPLETED FROM  
SUPPORTED ACCOUNTING RECORDS. THE EXPENDITURES  
SHOWN HAVE NOT BEEN INCLUDED IN ANY PREVIOUS  
REQUEST.

LA PRÉSENTE DEMANDE A ÉTÉ REMPLIE D'APRÈS DES  
LIVRES DE COMPTABILITÉ CONFIRMÉS. LES DÉPENSES  
MENTIONNÉES N'ONT ÉTÉ INCLUSES DANS AUCUNE  
AUTRE DEMANDE ANTERIEURE.

DATE:	SIGNATURE:	TITLE / TITRE:
-------	------------	----------------

PAYMENT APPROVED / PAIEMENT APPROUVÉ

DATE:	SIGNATURE, CMHC MANAGER: SIGNATURE, GÉRANT SCHL:	OFFICE / BUREAU:	CHEQUE NO./NO DU CHÈQUE:	DATE:
-------	---	------------------	--------------------------	-------



## APPENDIX G — REDEVELOPMENT PLAN





## REDEVELOPMENT PLAN

- (a) A listing of the improvements already approved by the municipality in order of priority with cost estimates;
- (b) A listing of the improvements still to be finalized and approved by the municipality with cost estimates;
- (c) A listing of administrative costs, contingency fund, etc.;
- (d) A statement that the agreed upon improvements are in conformity with the Official Plan;
- (e) A plan showing the location of the agreed upon improvements. A general location can be identified symbolically;
- (f) A statement that the municipality agrees to amend the neighbourhood improvement plan on the finalization of the issues which were not finalized at the time the municipality adopted the initial neighbourhood improvement plan, and amendment to the redevelopment plan if required.
- (g) Proof of discussion with the Ontario Municipal Board as to the municipal share of the costs where applicable;
- (h) A copy of local property maintenance and occupancy standards by-laws.
- (i) Submit statement of redevelopment plan changes, if any, with the first and third Quarterly Progress Reports; April 1 and October 1 respectively.



## APPENDIX H — RESIDENT PARTICIPATION



# RESIDENT PARTICIPATION

One of the basic requirements of the program is that the residents be involved in the planning and decision-making process. Due to the wide variety in regional, historical and cultural factors, it would be difficult and unwise to establish specific criteria for a model format of resident participation. What follows is therefore a set of general principles which should be considered when establishing the structure of participation. Your comments are invited, so that these principles may be improved in future.

## WHAT IS RESIDENT PARTICIPATION?

Participation in NIP may be seen as an attempt to involve residents of the NIP area in the planning decisions, to a greater extent than is possible through the normal planning process. Specifically it is assumed that two conditions are fulfilled:

- a) that a high proportion of NIP residents have had an opportunity to be informed of, and to comment on, the planning proposals, and
- b) that the residents have had a significant influence on the decision making process, so that the concept plan represents residents' desires as well as municipal priorities.

Thus the numbers of people involved, and the depth of their involvement are seen as two fundamental factors. This is tempered by several factors, the most important of which is that the establishment of participation is rightly a municipal responsibility.

The interest of residents in participation may depend upon local cultural norms, and even more importantly, upon the relevance of the process to the residents. For example, there may be great initial involvement in making the decision that NIP funds should be used to finance the local portion of a storm sewer, but the detailed planning of this project is not likely to be of interest, nor is it likely to be within the technical competence of the lay participants.

## WHO ARE THE RESIDENTS?

By the term residents, it is meant all adults who live in the area, including both those who rent or own dwellings. When there are other groups in the community who will be affected by NIP planning, it may be desirable to include them as well — this could extend to representatives of local business establishments, institutions and non-resident property owners.

## TYPES OF PARTICIPATION

Not everyone participates — some lack time, some are not interested, and others may encounter language barriers. Even if these limitations are overcome there is the fundamental physical impossibility of directly involving thousands of people in actual planning activity. It is advisable therefore to realize that the various forms of participation will necessarily involve a limited number of persons, if the process is to work at all.

The most elemental level of participation, that of information distribution, can include the whole neighbourhood; public debate and voting on planning proposals will tend to be limited to those who are willing to attend public meetings, or respond to surveys. Finally, the work of formulating planning proposals is virtually impossible to achieve in a large public forum, and in any case requires a high input of time and energy.

These anticipated characteristics of the process are shown in tabular form:

	Information Being informed through distribution of literature, surveys, etc.	Public Debate Debating, advising and voting on proposals through meetings or surveys	Planning Formulating proposals on working committees
All Residents	X		
Moderately Active Residents (Variable Number)	X	X	
Very Active Residents (Possibly few)	X	X	X



## REPRESENTATION

If not all residents are willing or able to be involved in all phases of the program, the question of representation becomes important. Efforts should be made to ensure that delegates represent as truly as possible the complex structure of a typical neighbourhood. This should be done not only from the municipality's desire to ensure that minority viewpoints are transmitted, but also for the benefit of the delegates themselves against charges of being unrepresentative.

One important aspect of representation is geographic distribution. Often a community group will form around the efforts of a few individuals who live on the same block. Through no ill intent, the views may then neglect the local issues of another section of the neighbourhood. This problem is often overcome by electing representatives by zones, each zone containing a few blocks.

Other common problems of representation are those of tenure (home owner vs. tenant), ethnic groups, occupation and age. These are best resolved by extensive information distribution aimed at the various groups.

## EXISTING COMMUNITY GROUPS

Groups or associations which are in existence prior to the NIP process represent a valuable resource which should be utilized wherever possible. Members of these groups often have a detailed knowledge of the area which will materially benefit the process, especially the crucial initial stage of arousing interest in the program.

## RESOURCES AND MANDATE

The work of residents and their delegates could be frustrated if they are not allocated sufficient funds to perform their roles. Eligible NIP expenditures include any costs directly attributed to participation, such as

salaries of planners directly working for residents and out of pocket expenses paid to resident representatives to attend planning meetings.

## PARTICIPATION IN NIP STAGES

It is frequently assumed that resident participation occurs only in the planning stage. This is not necessarily so, and there are many advantages in establishing the participation program in the selection stage.

This was done in several municipalities (St. Catharines, Ontario for example) and the experience appears to have been beneficial in terms of improving the quality of the selection process, as well as arousing interest in the subsequent planning process.

The planning phase will usually involve the most intense phase of resident participation during the life of the project.

It is recommended that in all but very modest and simple NIP projects, that a planner be assigned to work on a full time basis with the resident group during this phase.

With respect to actual projects which are being implemented, significant contributions can be made by residents. For example, a resident group can advise on the architectural design of a community centre, by providing the architect with valuable information on the types of activities which are likely to be most popular. Further, residents may supplement scarce municipal manpower by undertaking to help operate the facility when complete — since operational costs tend to be the most onerous portion of the total cost of a recreational facility, this may make marginal projects feasible. Finally, volunteer residents can sometimes be involved in the actual construction of projects — in the construction of a playground, for example, where highly specialized skills are not necessary.

**APPENDIX I — ENABLING LEGISLATION**



## **ENABLING LEGISLATION**

### **OFFICE CONSOLIDATION**

This edition is prepared for purposes of convenience only, and for accurate reference recourse should be had to the statutes.

### **PROVINCIAL**

The Planning Act, R.S.O. 1970, Section 22, 23, 24, 36 and 37.

### **FEDERAL**

National Housing Act, R.S., C.N.-10, Section 27.1 to 27.7, 34.1 and 34.11 to 34.14.



22.—(1) In this section,

- (a) "redevelopment" means the planning or replanning, design or redesign, resubdivision, clearance, development, reconstruction and rehabilitation, or any of them, of a redevelopment area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable or other uses, buildings, works, improvements or facilities, or spaces therefor, as may be appropriate or necessary;
- (b) "redevelopment area" means an area within a municipality, the redevelopment of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other reason;
- (c) "redevelopment plan" means a general scheme, including supporting maps and texts, approved by the Minister for the redevelopment of a redevelopment area. R.S.O. 1970, c. 349, s. 22 (1); 1973, c. 168, s. 5 (1), *part*.

Designation  
of redevelopment  
area

(2) The council of a municipality that has an official plan in respect of land use may, with the approval of the Minister, by by-law designate the whole or any part of an area covered by such an official plan as a redevelopment area, and the redevelopment area shall not be altered or dissolved without the approval of the Minister.

Acquisition  
and  
clearance  
of land

(3) When a by-law has been passed and approved under subsection 2, the municipality, with the approval of the Minister, may,

- (a) acquire land within the redevelopment area;
- (b) hold land acquired before or after the passing of the by-law within the redevelopment area; and
- (c) clear, grade or otherwise prepare the land for redevelopment. R.S.O. 1970, c. 349, s. 22 (2, 3).

Withdrawal  
of Minister's  
approvals

(4) If, at any time before a redevelopment plan for the redevelopment area has been approved by the Minister, the Minister is not satisfied with the progress made by the municipality in acquiring land within the redevelopment area or in preparing a redevelopment plan, he may withdraw his approvals under subsections 2 and 3 and thereupon the by-law designating the redevelopment area ceases to have effect and the redevelopment area ceases to exist. R.S.O. 1970, c. 349, s. 22 (4); 1973, c. 168, s. 5 (1), *part*.

Adoption  
of redevelopment  
plan

(5) When a by-law has been passed and approved under subsection 2, the council, with the approval of the Minister, may by by-law adopt a redevelopment plan for the redevelopment area. R.S.O. 1970, c. 349, s. 22 (5); 1973, c. 168, s. 5 (1), *part*.

Conformity  
to official  
plan

(6) No redevelopment plan shall be approved by the Minister unless it conforms with the official plan. R.S.O. 1970, c. 349, s. 22 (6); 1973, c. 168, s. 5 (1), *part*.

Amendment

(7) A redevelopment plan adopted and approved under subsection 5 may be amended by by-law with the approval of the Minister. R.S.O. 1970, c. 349, s. 22 (7); 1973, c. 168, s. 5 (1), *part*.



(8) For the purpose of carrying out the redevelopment plan, the municipality, with the approval of the Minister, may, <sup>Powers of council re land</sup>

(a) construct, repair, rehabilitate or improve buildings on land acquired or held by it in the redevelopment area in conformity with the redevelopment plan, and sell, lease or otherwise dispose of any such buildings and the land appurtenant thereto;

(b) sell, lease or otherwise dispose of any land acquired or held by it in the redevelopment area to any person or governmental authority for use in conformity with the redevelopment plan. R.S.O. 1970, c. 349, s. 22 (8).

(8a) For the purpose of carrying out the redevelopment plan, the municipality may make grants or loans to the registered owners or assessed owners of lands and buildings within the redevelopment area to pay for the whole or any part of the cost of rehabilitating such lands and buildings in conformity with the redevelopment plan. <sup>Grants or loans</sup>

(8b) The provisions of subsections 2 and 3 of section 37 <sup>Application of s. 37 (2, 3)</sup> apply *mutatis mutandis* to any loan made under subsection 8a. 1973, c. 168, s. 5 (2).

(9) Until a by-law or amending by-law passed under section 35 after the adoption of the redevelopment plan is in force in the redevelopment area, no land acquired, and no building constructed, by the municipality in the redevelopment area shall be sold, leased or otherwise disposed of unless the person or authority to whom it is disposed of agrees with the municipality that he will keep and maintain the land and building and the use thereof in conformity with the redevelopment plan until such a by-law or amending by-law is in force; but the municipality may, with the approval of the Minister, during the period of the development of the plan, lease any land or any building or part thereof in the area for any purpose, whether or not in conformity with the redevelopment plan, for a term of not more than three years at any one time. <sup>Conditions of sale, etc.</sup>

(10) Notwithstanding subsection 1 of section 288 of *The Municipal Act*, debentures issued by the municipality for the purpose of this section may be for such term of years as the debenture by-law, with the approval of the Municipal Board, provides. <sup>Debentures R.S.O. 1970, c. 284</sup> R.S.O. 1970, c. 349, s. 22 (9, 10).

**23.** A municipality, with the approval of the Minister, may enter into an agreement with any governmental authority, or any agency thereof created by statute, for the carrying out of studies relating to the physical condition of the municipality or any part thereof. <sup>Agreements re special studies</sup> R.S.O. 1970, c. 349, s. 23.

**24.** The Minister, with the approval of the Lieutenant Governor in Council, and a municipality may enter into agreement providing for payment to the municipality on such terms and conditions and in such amounts as may be approved by the Lieutenant Governor in Council to assist in the redevelopment of a redevelopment area as defined in section 22, including the carrying out of studies for the purpose of selecting areas for redevelopment. <sup>Agreements for grants in aid of redevelopment</sup> R.S.O. 1970, c. 349, s. 24; 1974, c. 53, s. 3.

**36.—(1)** In this section,

Interpre-  
tation

- (a) "committee" means a property standards committee established under this section;
- (b) "occupant" means any person or persons over the age of eighteen years in possession of the property;
- (c) "officer" means a property standards officer who has been assigned the responsibility of administering and enforcing by-laws passed under this section;
- (d) "owner" includes the person for the time being managing or receiving the rent of the land or premises in connection with which the word is used whether on his own account or as agent or trustee of any other person or who would so receive the rent if such land and premises were let, and shall also include a lessee or occupant of the property who, under the terms of a lease, is required to repair and maintain the property in accordance with the standards for the maintenance and occupancy of property;
- (e) "property" means a building or structure or part of a building or structure, and includes the lands and premises appurtenant thereto and all mobile homes, mobile buildings, mobile structures, outbuildings, fences and erections thereon whether heretofore or hereafter erected, and includes vacant property;
- (f) "repair" includes the provision of such facilities and the making of additions or alterations or the taking of such action as may be required so that the property shall conform to the standards established in a by-law passed under this section.

(2) Where there is no official plan in effect in a municipality, the council of the municipality may, by by-law approved by the Minister, adopt a policy statement, containing provisions relating to property conditions.

Adoption  
of policy  
statement

(3) If,

Standards of  
maintenance  
and  
occupancy

- (a) an official plan that includes provisions relating to property conditions is in effect in a municipality; or
- (b) the council of a municipality has adopted a policy statement as mentioned in subsection 2,

the council of the municipality may pass a by-law,

- (c) for prescribing standards for the maintenance and occupancy of property within the municipality or within any defined area or areas and for prohibiting the occupancy or use of such property that does not conform to the standards;
- (d) for requiring property that does not conform to the standards to be repaired and maintained to conform to the standards or for the site to be cleared of all buildings, structures, debris or refuse and left in a graded and levelled condition;

- (e) for prohibiting the removal from any premises of any sign, notice or placard placed thereon pursuant to this section or a by-law passed under the authority of this section.

Inspection

(4) When a by-law under this section is in effect, an officer and any person acting under his instructions may, at all reasonable times and upon producing proper identification, enter and inspect any property.

Entry into dwelling place

(5) An officer or any person acting under his instructions shall not enter any room or place actually used as a dwelling without the consent of the occupier except under the authority of a search warrant issued under section 16 of *The Summary Convictions Act*.

R.S.O. 1970,  
c. 450

Notice of violation

(6) If, after inspection, the officer is satisfied that, in some respect, the property does not conform to the standards prescribed in the by-law he shall serve or cause to be served by personal service upon, or send by prepaid registered mail to the owner of the property and all persons shown by the records of the registry office, the land titles office and the sheriff's office to have any interest therein a notice containing particulars of the non-conformity and may, at the same time, provide all occupants with a copy of such notice.

Contents of order

(7) After affording any person served with a notice provided for by subsection 6 an opportunity to appear before the officer and to make representations in connection therewith, the officer may make and serve or cause to be served upon or send by prepaid registered mail to such person an order containing,

- (a) the municipal address or the legal description of such property;
- (b) reasonable particulars of the repairs to be effected or a statement that the site is to be cleared of all buildings, structures, debris or refuse and left in a graded and levelled condition and the period in which there must be a compliance with the terms and conditions of the order and notice that, if such repair or clearance is not so done within the time specified in the order, the municipality may carry out the repair or clearance at the expense of the owner; and
- (c) the final date for giving notice of appeal from the order.

(8) A notice or an order under subsection 6 or 7, when sent by registered mail shall be sent to the last known address of the person to whom it is sent.

Order to be sent to last known address

(9) If the officer is unable to effect service under subsection 6 or 7, he shall place a placard containing the terms of the notice or order in a conspicuous place on the property, and the placing of the placard shall be deemed to be sufficient service of the notice or order on the owner or other persons.

Substituted service

(10) An order under subsection 7 may be registered in the proper registry or land titles office and, upon such registration, any person acquiring any interest in the land subsequent to the registration of the order shall be deemed to have been served with the order on the date on which the order was served under subsection 7 and, when the requirements of the order have been satisfied, the clerk of the municipality shall forthwith register in the proper registry or land titles office a certificate that such requirements have been satisfied, which shall operate as a discharge of such order.

Registration of notice

(11) Every by-law passed under this section shall provide for the establishment of a property standards committee composed of such number of ratepayers in the municipality, not fewer than three, as the council considers advisable and who shall hold office for such term and on such conditions as may be prescribed in the by-law, and the council of the municipality, when a vacancy occurs in the membership of the committee, shall forthwith fill the vacancy.

Property standards committee

(12) A member of the council of the municipality or an employee of the municipality or of a local board thereof is not eligible to be a member of a committee, but a teacher employed by a board of education or school board is not deemed to be an "employee" for the purpose of this section.

Member and employees of municipality, etc., not eligible

(13) The members of the committee shall elect one of themselves as chairman, and when the chairman is absent through illness or otherwise, the committee may appoint another member to act as chairman *pro tempore* and shall make provision for a secretary for the committee, and any member of the committee may administer oaths.

Chairman

(14) The members of the committee shall be paid such compensation as the council may provide.

Remuneration

(15) The secretary shall keep on file minutes and records of all applications and the decisions thereon and of all other official business of the committee, and section 216 of *The Municipal Act* applies *mutatis mutandis* to such documents.

Filing of documents, etc.

R.S.O. 1970, c. 284



Quorum and  
procedure

(16) A majority of the committee constitutes a quorum, and the committee may adopt its own rules of procedure but before hearing an appeal under subsection 18 shall give notice or direct that notice be given of such hearing to such persons as the committee considers should receive such notice.

Appeal to  
committee

(17) When the owner or occupant upon whom an order has been served in accordance with this section is not satisfied with the terms or conditions of the order, he may appeal to the committee by sending notice of appeal by registered mail to the secretary of the committee within fourteen days after service of the order, and, in the event that no appeal is taken, the order shall be deemed to have been confirmed.

Decision  
on appeal

(18) Where an appeal has been taken, the committee shall hear the appeal and shall have all the powers and functions of the officer and may confirm the order to demolish or repair or may modify or quash it or may extend the time for complying with the order provided that, in the opinion of the committee, the general intent and purpose of the by-law and of the official plan or policy statement are maintained.

Appeal  
to judge

(19) The municipality in which the property is situate or any owner or occupant or person affected by a decision under subsection 18 may appeal to a judge of the county or district court of the judicial district in which the property is located by so notifying the clerk of the corporation in writing and by applying for an appointment within fourteen days after the sending of a copy of the decision, and,

- (a) the judge shall, in writing, appoint a day, time and place for the hearing of the appeal and in his appointment may direct that it shall be served upon such persons and in such manner as he prescribes;
- (b) the appointment shall be served in the manner prescribed; and
- (c) the judge on such appeal has the same powers and functions as the committee.

Effect of  
decisions

(20) The order, as deemed to have been confirmed pursuant to subsection 17, or as confirmed or modified by the committee pursuant to subsection 18, or, in the event of an appeal to the judge pursuant to subsection 19, as confirmed or modified by the judge, shall be final and binding upon the owner and occupant who shall make the repair or effect the demolition within the time and in the manner specified in the order.

(21) If the owner or occupant of property fails to demolish the property or to repair in accordance with an order as confirmed or modified, the corporation in addition to all other remedies, Power of corporation to repair or demolish

(a) shall have the right to demolish or repair the property accordingly and for this purpose with its servants and agents from time to time to enter in and upon the property; and

(b) shall not be liable to compensate such owner, occupant or any other person having an interest in the property by reason of anything done by or on behalf of the corporation under the provisions of this subsection.

(22) Following the inspection of a property, the officer may, or on the request of the owner shall, issue to the owner a certificate of compliance if, in his opinion, the property is in compliance with the standards of a by-law passed under subsection 3, and the council of a municipality may prescribe a fee payable for such a certificate, where it is issued at the request of the owner. Certificate of compliance

(23) A by-law passed under the authority of this section may impose a penalty of not more than \$500 upon an owner for each day that he is in contravention of an order that is final and binding. 1972, c. 118, s. 7. Enforcement

**37.**—(1) When a by-law under section 36 is in force in a municipality, the council of the municipality may pass a by-law for providing for the making of grants or loans to the registered owners or assessed owners of lands in respect of which a notice has been sent under subsection 6 of section 36 to pay for the whole or any part of the cost of the repairs required to be done, or of the clearing, grading and levelling of the lands, on such terms and conditions as the council may prescribe. R.S.O. 1970, c. 349, s. 37 (1); 1972, c. 118, s. 8 (1); 1973, c. 168, s. 11. Grants or loans for repairs

(2) The amount of any loan made under a by-law passed under this section, together with interest at a rate to be determined by the council, may be added by the clerk of the municipality to the collector's roll and collected in like manner as municipal taxes over a period fixed by the council, and such amount and interest shall, until payment thereof, be a lien or charge upon the land in respect of which the loan has been made. R.S.O. 1970, c. 349, s. 37 (2); 1972, c. 118, s. 8 (2). Loans collected as taxes, lien on land

(3) A certificate signed by the clerk of the municipality setting out the amount loaned to any owner under a by-law passed under this section, including the rate of interest thereon, together with a description of the land in respect of which the loan has been made, sufficient for registration, shall be registered in the proper registry or land titles office against the land, and, upon repayment in full to the municipality of the amount loaned and interest thereon, a certificate signed by the clerk of the municipality showing such repayment shall be similarly registered, and thereupon the lien or charge upon the land in respect of which the loan was made is discharged. R.S.O. 1970, c. 349, s. 37 (3). Registration of certificate





**FEDERAL**

National Housing Act, R.S., C.N-10, Section 27.1 to 27.7, 34.1 and 34.11 to 34.14.



## NEIGHBOURHOOD IMPROVEMENT PROGRAM

**27.1 (1)** For the purposes of improving the amenities of neighbourhoods and the housing and living conditions of the residents of such neighbourhoods, the Corporation may make contributions and loans pursuant to this Part to or for the benefit of municipalities in a province.

(2) The Corporation may, with the approval of the Governor in Council, enter into an agreement with a province for the purposes described in subsection (1), which agreement shall

(a) set out the criteria upon the basis of which neighbourhoods in respect of which contributions or loans are to be made may be selected, and prescribe the manner in which the selection of such neighbourhoods shall be made;

(b) prescribe the manner and circumstances in which applications for contributions and loans referred to in subsection (1) may be made;

(c) provide that, before an application may be approved under this Part in respect of a neighbourhood, the province or the municipality in which that neighbourhood is located must advise the Corporation of the manner in which the province or municipality proposes to obtain the participation of the residents of that neighbourhood in planning and carrying out the project for which assistance is sought;

(d) provide that, before an application may be approved under this Part in respect of a neighbourhood, the province or the municipality in which that neighbourhood is located must advise the Corporation of the manner in which occupancy and building maintenance standards will be enforced;

(e) provide that, before an application may be approved under this Part in respect of a neighbourhood, the province or the municipality in which that neighbourhood is located must advise the Corporation of the manner in which an individual who has been dispossessed of housing accommodation as a result of a project for which assistance is sought will be compensated for any expenses arising from the dispossession;

(e.1) provide that the municipality demonstrate the availability of alternate accommodation within the means of the dispossessed individuals;

## PROGRAMME D'AMÉLIORATION DES QUARTIERS

**27.1 (1)** Afin d'accroître l'agrément de certains quartiers et d'améliorer les conditions de vie et de logement de leurs résidents, la Société peut verser des contributions et consentir des prêts en application de la présente Partie à des municipalités d'une province ou à leur profit.

(2) Avec l'approbation du gouverneur en conseil, la Société peut conclure un accord avec une province aux fins visées au paragraphe (1); cet accord doit

a) énoncer les critères selon lesquels les quartiers à l'égard desquels des contributions seront versées ou des prêts consentis peuvent être choisis, et prescrire la façon de choisir ces quartiers;

b) prescrire de quelle manière et dans quelles circonstances les demandes concernant les contributions et les prêts prévus au paragraphe (1) peuvent être présentées;

c) prévoir que, avant qu'une demande puisse être approuvée en vertu de la présente Partie à l'égard d'un quartier, la province ou la municipalité dans laquelle est situé ce quartier doit obligatoirement informer la Société de la façon dont elle se propose d'obtenir la participation des résidents du quartier pour élaborer et exécuter le projet pour lequel l'aide est demandée;

d) prévoir que, avant qu'une demande puisse être approuvée en vertu de la présente Partie à l'égard d'un quartier, la province ou la municipalité dans laquelle est situé ce quartier doit obligatoirement informer la Société de la façon dont les normes d'occupation et d'entretien des bâtiments seront appliquées;

e) prévoir que, avant qu'une demande puisse être approuvée en vertu de la présente Partie à l'égard d'un quartier, la province ou la municipalité dans laquelle est situé ce quartier doit obligatoirement informer la Société de la façon dont une personne physique qui a été dépossédée de son logement par suite d'un projet pour lequel l'aide est demandée sera dédommée de toute dépense découlant de la dépossession;

e.1) prévoit que la municipalité démontre la disponibilité d'autres logements à la portée des personnes physiques dépossédées;

f) prévoir que la contribution totale versée par la Société sera limitée au montant

Quartiers  
choisis—  
contributions et  
prêts

Modalités des  
accords

Selected  
neighbour-  
hoods—  
contributions  
and loans

Terms of  
agreements

(f) provide that the total contribution made by the Corporation will be limited to the total amount approved at the time of the agreement and that the contribution of the Corporation for individual projects will be limited to the amounts approved at the time each project is approved; and

(g) contain such other terms and conditions relating to the making and administration of contributions and loans referred to in subsection (1) as the Corporation considers advisable. 1973-74, c. 18, s. 10.

Selected  
neighbour-  
hoods—  
contributions to  
municipalities

**27.2** Where, in accordance with an agreement made under section 27.1, an application is made in respect of a neighbourhood, the Corporation may approve the application and make a contribution to or for the benefit of the municipality in an amount not exceeding

- (a) fifty per cent of the cost of
  - (i) selecting the neighbourhood and formulating and selecting plans to be implemented in the neighbourhood,
  - (ii) acquiring or clearing land for the purpose of providing open space or community facilities in the neighbourhood,
  - (iii) acquiring or clearing land to be used for medium and low density housing for individuals or families of low and moderate income,
  - (iv) constructing, or acquiring and improving, neighbourhood recreation or social facilities,
  - (v) developing occupancy and building maintenance standards that will apply to the neighbourhood and developing systems to enforce such standards,
  - (vi) making loans for commercial improvements in the neighbourhood,
  - (vii) relocating individuals who have been dispossessed of housing accommodation as a result of the project for which assistance is sought, and
  - (viii) the exposition of the project by the municipality, and the costs of employing persons in connection with the implementation of the project; and
- (b) twenty-five per cent of
  - (i) the cost of improving municipal and public utility services for the neighbourhood, and
  - (ii) the cost of acquiring or clearing land that may not be acquired or cleared under paragraph (a) and that is not being used for a purpose consistent with the general character of the neighbour-

total approuvé au moment de la conclusion de l'accord et que la contribution de la Société aux fins de chacun des projets sera limitée aux montants approuvés au moment de l'approbation de chacun d'eux; et

g) contenir toutes autres modalités relatives au versement et à l'administration des contributions et prêts prévus au paragraphe (1), que la Société juge utiles. 1973-74, c. 18, art. 10.

**27.2** Lorsque, conformément à un accord conclu en vertu de l'article 27.1, une demande concernant un quartier est présentée, la Société peut approuver la demande et verser à la municipalité ou à son profit une contribution d'un montant ne dépassant pas

Quartiers  
nécessitant des  
améliorations—  
contributions  
aux  
municipalités

- a) cinquante pour cent des frais engagés
  - (i) pour le choix du quartier ainsi que l'élaboration et la sélection des plans devant y être mis en œuvre,
  - (ii) pour l'acquisition ou le dégagement de terrains en vue de fournir un espace libre ou des installations collectives dans le quartier,
  - (iii) pour l'acquisition ou le dégagement de terrains destinés à des habitations à faible et moyenne densité pour des particuliers ou des familles à faible revenu et à revenu moyen,
  - (iv) pour la construction, ou l'acquisition et l'amélioration d'installations récréatives ou sociales dans le quartier,
  - (v) pour l'élaboration des normes d'occupation et d'entretien des bâtiments qui s'appliqueront au quartier ainsi que d'un régime de mise en application de ces normes,
  - (vi) pour la conclusion de prêts destinés à des améliorations à caractère commercial dans le quartier,
  - (vii) pour le relogement des particuliers privés de leur logement par suite du projet pour lequel l'aide est demandée, et
  - (viii) pour l'exposition du projet par la municipalité et les services des personnes employées dans le cadre de la réalisation du projet; et
- b) vingt-cinq pour cent des frais engagés
  - (i) pour l'amélioration des services municipaux et des services publics fournis dans le quartier, et



hood, less the market value of the land, after it has been acquired or cleared, as determined by the Corporation. 1973-74, c. 18, s. 10.

Site clearance—  
agreements with  
provinces

**27.3 (1)** The Corporation may, with the approval of the Governor in Council, enter into an agreement with a province whereby the Corporation may make contributions and loans to or for the benefit of municipalities in the province for the purpose of acquiring and demolishing

(a) lands and residential buildings that are outside the neighbourhoods selected pursuant to this Part and that do not meet minimum housing standards set out in the agreement; and

(b) lands and buildings, other than residential buildings, that are outside the neighbourhoods selected pursuant to this Part and that are

(i) located in an area that contains housing that is occupied mainly by individuals or families of low income, and

(ii) being used for a purpose that is inconsistent with the general character of the area in which the buildings are located,

where the lands will be used, after their acquisition and clearance, for housing or recreation or social facilities.

(2) An agreement entered into pursuant to subsection (1) shall

(a) be limited to small projects as described in the regulations;

(a.1) set out the minimum housing standards for the purposes of paragraph (a) of that subsection;

(b) prescribe the manner and circumstances in which applications for contributions and loans referred to in subsection (1) may be made;

(c) provide that, before an application may be approved under this Part in respect of a residential building, the province or the municipality in which that building is located must advise the Corporation of the manner in which occupancy and building maintenance standards will be enforced;

(ii) pour l'acquisition ou le dégagement de terrains qui ne peuvent être acquis ou dégagés en vertu de l'alinéa a) et qui ne sont pas utilisés à une fin conciliable avec le caractère général du quartier, moins la valeur marchande des terrains après leur acquisition ou leur dégagement, telle que la détermine la Société. 1973-74, c. 18, art. 10; 1974-75, c. 38, art. 9.

**27.3 (1)** Avec l'approbation du gouverneur en conseil, la Société peut conclure avec une province un accord aux termes duquel la Société peut verser des contributions et consentir des prêts à des municipalités de cette province ou à leur profit, pour l'acquisition et la démolition

a) de terrains et d'immeubles résidentiels situés en dehors des quartiers choisis en application de la présente Partie et ne satisfaisant pas aux normes minimales d'habitation énoncées dans l'accord; et

b) de terrains et d'immeubles, autres que des immeubles résidentiels, situés en dehors des quartiers choisis en application de la présente Partie et

(i) situés dans une zone comportant des logements occupés surtout par des particuliers ou des familles à faible revenu, et

(ii) utilisés à une fin qui est incompatible avec les caractéristiques générales de la zone où sont situés les immeubles,

lorsque les terrains serviront, après leur acquisition et leur dégagement, à l'aménagement d'habitations ou de facilités récréatives ou sociales.

(2) Un accord conclu en application du paragraphe (1) doit

a) se limiter à de petits projets décrits dans les règlements;

a.1) énoncer, aux fins de l'alinéa a) de ce paragraphe, les normes minimales d'habitation;

b) prescrire de quelle manière et dans quelles circonstances les demandes concernant les contributions et les prêts prévus au paragraphe (1) peuvent être présentées;

c) prévoir que, avant qu'une demande puisse être approuvée en vertu de la présente Partie à l'égard d'un immeuble résidentiel, la province ou la municipalité dans laquelle est situé cet immeuble doit obligatoirement informer la Société de la façon dont les normes d'occupation et

Dégagement de terrain—accords avec les provinces

Idem



(d) provide that, before an application may be approved under this Part in respect of a residential building, the province or the municipality in which that building is located must advise the Corporation of the manner in which an individual who has been dispossessed of housing accommodation as a result of a project for which assistance is sought will be compensated for any expenses arising from the dispossession;

(d.1) provide that the municipality demonstrate the availability of alternate accommodation within the means of the dispossessed individuals; and

(e) contain such other terms and conditions relating to the making and administration of contributions and loans referred to in subsection (1) as the Corporation considers advisable. 1973-74, c. 18, s. 10.

Site clearance—  
contributions to  
municipalities

**27.4** Where, in accordance with an agreement made under section 27.3, an application is made in respect of a building, the Corporation may approve the application and make a contribution to or for the benefit of the municipality in an amount not exceeding twenty-five per cent of the cost of

(a) relocating individuals who have been dispossessed of housing accommodation as a result of a project for which assistance is sought; and

(b) acquiring or demolishing buildings, less the market value of the land after the acquisition or demolition of the buildings, as determined by the Corporation. 1973-74, c. 18, s. 10.

Loans to  
municipalities  
for selected  
neighbourhoods

**27.5 (1)** Where the Corporation makes a contribution pursuant to section 27.2, it may

(a) make a loan to or for the benefit of the municipality in an amount not exceeding seventy-five per cent of the amount obtained by deducting the amount of the contribution from the capital cost upon the basis of which the contribution was determined; and

(b) in addition to the loan referred to in paragraph (a), make loans to or for the benefit of the municipality with respect to any loan made by the municipality to a commercial enterprise for the purpose of improving premises within the neighbourhood in respect of which the contribution is made, not exceeding in any such case the lesser of

d'entretien des bâtiments seront appliquées;

d) prévoir que, avant qu'une demande puisse être approuvée en vertu de la présente Partie à l'égard d'un immeuble résidentiel, la province ou la municipalité dans laquelle est situé cet immeuble doit obligatoirement informer la Société de la façon dont une personne physique qui a été dépossédée de son logement par suite d'un projet pour lequel l'aide est demandée sera dédommagée de toute dépense découlant de la dépossession;

d.1) prévoir que la municipalité démontre la disponibilité d'autres logements à la portée des personnes physiques dépossédées; et

e) contenir toutes autres modalités relatives au versement et à l'administration des contributions et prêts prévus par le paragraphe (1), que la Société juge utiles. 1973-74, c. 18, art. 10.

Dégagement de  
terrains—  
contributions  
aux  
municipalités

**27.4** Lorsque, conformément à un accord conclu en vertu de l'article 27.3, une demande est présentée à l'égard d'un immeuble, la Société peut approuver la demande et verser à la municipalité ou à son profit une contribution d'un montant ne dépassant pas vingt-cinq pour cent des frais engagés pour

a) reloger les particuliers privés de leur logement par suite d'un projet pour lequel l'aide est demandée; et

b) acquérir ou démolir des immeubles, moins la valeur marchande des terrains après l'acquisition ou la démolition des immeubles, telle que la détermine la Société. 1973-74, c. 18, art. 10.

**27.5 (1)** Lorsque la Société verse une contribution en application de l'article 27.2, elle peut

a) consentir à la municipalité ou à son profit un prêt d'un montant n'excédant pas soixante-quinze pour cent du montant obtenu en déduisant le montant de la contribution des frais d'investissement en fonction desquels la contribution a été fixée; et

b) outre le prêt mentionné à l'alinéa a), consentir à la municipalité ou à son profit, à l'égard de tout prêt que la municipalité a consenti à une entreprise commerciale pour l'amélioration de locaux dans le quartier à l'égard duquel la contribution est versée, des prêts n'excédant en aucun cas la moindre des deux sommes suivantes:

Prêts aux  
municipalités  
pour les  
quartiers choisis

- (i) the amount of the loan made by the municipality to the commercial enterprise, and
- (ii) ten thousand dollars.

Loans to municipalities for site clearance

(2) Where the Corporation makes a contribution pursuant to section 27.4, it may make a loan to or for the benefit of the municipality in an amount not exceeding seventy-five per cent of the amount obtained by deducting the amount of the contribution from the capital cost upon the basis of which the contribution was determined.

Conditions under which loans may be made

(3) A loan made under the authority of this section shall

- (a) bear interest at such rate as may be prescribed by regulation of the Governor in Council, which rate shall not exceed by more than one-half of one per cent the rate of interest return that would be yielded in the market by Government of Canada bonds that, at the time the rate of interest is prescribed under this paragraph, would mature in twenty years, such return to be determined by the Governor in Council on the basis of the yields of the most comparable issues of Government of Canada bonds outstanding in the market; and
- (b) subject to any agreement made under section 27.1 or 27.3,
  - (i) be for such term not exceeding twenty-five years as the Corporation considers advisable,
  - (ii) be secured in such manner as the Corporation deems adequate to safeguard its interests, and
  - (iii) be repayable during the term thereof by such payments of principal and interest as may be agreed upon by the Corporation and the municipality, the payments of interest to be made not less frequently than annually. 1973-74, c. 18, s. 10.

Financing of neighbourhood improvement program

## 27.6 (1) The Minister

- (a) may, upon terms and conditions approved by the Governor in Council, advance to the Corporation out of the Consolidated Revenue Fund amounts required for the purpose of making contributions under sections 27.2 and 27.4 and loans under section 27.5; and
- (b) out of moneys from time to time appropriated by Parliament for the purpose, shall reimburse the Corporation for losses sustained by it in respect of loans made

- (i) le montant du prêt consenti par la municipalité à l'entreprise commerciale, ou
- (ii) dix mille dollars.

Prêts aux municipalités pour dégagement des terrains

(2) Lorsque la Société verse une contribution en application de l'article 27.4, elle peut consentir à la municipalité ou à son profit un prêt d'un montant ne dépassant pas soixante-quinze pour cent du montant obtenu en déduisant le montant de la contribution des frais d'investissement en fonction desquels la contribution a été fixée.

Conditions régissant les prêts

(3) Un prêt consenti sous le régime du présent article doit

- a) porter intérêt à un taux que peut prescrire un règlement du gouverneur en conseil, et qui ne doit pas excéder de plus d'un demi de un pour cent le taux d'intérêt que produiraient sur le marché des obligations du gouvernement du Canada qui, au moment où ce taux d'intérêt est prescrit en vertu du présent paragraphe, arriveraient à échéance dans vingt ans, intérêts que le gouverneur en conseil doit fixer en se fondant sur le rendement des émissions les plus comparables d'obligations du gouvernement du Canada en circulation sur le marché; et
- b) sous réserve de tout accord conclu en vertu des articles 27.1 ou 27.3,
  - (i) couvrir la période que la Société juge opportune sans toutefois dépasser vingt-cinq ans,
  - (ii) être garanti d'une manière que la Société juge suffisante pour sauvegarder ses intérêts, et
  - (iii) être remboursable pendant la durée du prêt au moyen des paiements en principal et intérêt dont peuvent convenir la Société et la municipalité, les paiements de l'intérêt devant être effectués au moins une fois par an. 1973-74, c. 18, art. 10.

Financement des programmes d'amélioration des quartiers

## 27.6 (1) Le Ministre

- a) peut, selon les modalités qu'approuve le gouverneur en conseil, avancer à la Société, sur le Fonds du revenu consolidé, les sommes dont elle a besoin pour le versement de contributions visées par les articles 27.2 et 27.4, et l'octroi de prêts visés par l'article 27.5; et
- b) doit, sur les fonds que le Parlement affecte au besoin à cet usage, rembourser la Société des pertes qu'elle a subies à l'égard de prêts consentis en vertu de l'article 27.5,

under section 27.5, and shall pay to the Corporation the costs and expenses of the Corporation incurred in the administration of this Part.

et lui payer les frais qu'elle a subis et les dépenses qu'elle a faites dans l'application de la présente Partie.

Limit on  
advances out of  
C.R.F.

(2) No advance made under paragraph (1)(a) shall be greater than the amount by which the aggregate of

(a) three hundred million dollars, and

(b) any additional amounts authorized by Parliament for the purposes of advances under that paragraph,

exceeds the total amount of advances made pursuant to that paragraph. 1973-74, c. 18, s. 10.

(2) Aucune avance consentie en vertu de l'alinéa (1)a ne doit dépasser l'excédent de l'ensemble de

a) trois cents millions de dollars, et

b) toutes sommes supplémentaires que le Parlement autorise à dépenser pour des avances prévues par cet alinéa

sur le montant total des avances consenties en application de cet alinéa. 1973-74, c. 18, art. 10.

Montant  
maximum de  
avances sur le  
F.R.C.

No applications  
approved after  
March 31, 1978

**27.7** No application for a contribution or loan may be approved under this Part after the 31st day of March, 1978. 1973-74, c. 18, s. 10.

**27.7** Aucune demande de contribution ou de prêt ne peut être approuvée en vertu de la présente Partie après le 31 mars 1978. 1973-74, c. 18, art. 10.

Date limite:  
le 31 mars 1978



## REHABILITATION AND CONVERSION OF EXISTING RESIDENTIAL BUILDINGS

**34.1 (1)** The Corporation may, in such circumstances as may be prescribed by regulation of the Governor in Council, make a loan

(a) to the owner of a family housing unit for the purpose of assisting in the repair, rehabilitation and improvement of the unit where the unit is located

(i) in a neighbourhood selected in accordance with an agreement entered into under section 27.1, or

(ii) in an area of a province, other than a neighbourhood referred to in subparagraph (i), that the Governor in Council with the concurrence of the province has, by order, designated as an area within which the Corporation may make loans under this Part;

(b) to the owner of a family housing unit or of housing accommodation of the hostel or dormitory type for the purpose of assisting in the repair, rehabilitation and improvement thereof where the owner is a non-profit corporation described in subsection 15.1(2); or

(c) to a non-profit corporation for the purpose of assisting in the conversion of an existing residential building owned by the corporation to a building containing

(i) a greater number of family housing units, where the existing building contains one or more family housing units,

(ii) housing accommodation of the hostel or dormitory type, or

(iii) a greater number of hostel or dormitory beds, where the existing building contains accommodation of the hostel or dormitory type.

(2) A loan made under the authority of this section shall

(a) bear interest at such rate as may be prescribed by regulation of the Governor in Council, which rate shall not exceed by more than one-half of one per cent the rate of interest return that would be yielded in the market by Government of Canada bonds that, at the time the rate of interest is prescribed under this paragraph, would mature in twenty years, such return to be determined by the Governor in Council on the basis of the yields of the most comparable issues of Government of Canada bonds outstanding in the market;

(b) not exceed such amount as may be pre-

## REMISE EN ÉTAT ET TRANSFORMATION DES IMMEUBLES RÉSIDENTIELS EXISTANTS

**34.1 (1)** La Société peut, dans les circonstances que peut prescrire un règlement du gouverneur en conseil, consentir un prêt

a) au propriétaire d'un logement familial, aux fins d'aider à la réparation, la remise en état et l'amélioration de ce logement, lorsque celui-ci est situé

(i) dans un quartier choisi en conformité d'un accord conclu en vertu de l'article 27.1, ou

(ii) dans une zone d'une province, autre qu'un quartier visé au sous-alinéa (i), que le gouverneur en conseil a, avec l'assentiment de la province, désigné par décret comme étant une zone dans laquelle la Société pourra consentir des prêts en vertu de la présente Partie;

b) au propriétaire d'un logement familial ou de facilités de logement du type foyer ou pension, aux fins d'aider à leur réparation, à leur remise en état et à leur amélioration, lorsque le propriétaire est une corporation sans but lucratif visée au paragraphe 15.1(2); ou

c) à une corporation sans but lucratif, aux fins d'aider à la transformation d'un immeuble résidentiel existant, que possède cette corporation, en un immeuble offrant

(i) un plus grand nombre de logements familiaux, lorsque l'immeuble existant comporte un ou plusieurs logements familiaux,

(ii) des facilités de logement du type foyer ou pension, ou

(iii) un plus grand nombre de lits, du type foyer ou pension, lorsque l'immeuble existant offre des facilités de logement du type foyer ou pension.

(2) Un prêt consenti sous le régime du présent article

a) doit porter intérêt au taux que peut prescrire un règlement du gouverneur en conseil et qui ne doit pas excéder de plus d'un demi de un pour cent le taux d'intérêt que produiraient sur le marché des obligations du gouvernement du Canada qui, au moment où ce taux d'intérêt est prescrit en vertu du présent paragraphe, arriveraient à échéance dans vingt ans, intérêts que le gouverneur en conseil doit fixer en se fondant sur le rendement des émissions les plus comparables d'obligations du gouvernement du Canada en circulation sur le marché;

Prêts de remise  
en état

Conditions  
régissant les  
prêts

scribed by regulation of the Governor in Council;

(c) be for a term not exceeding the useful life of the housing unit, housing accommodation or building as determined by the Corporation and in any case not exceeding twenty years from the date of completion of the repair and rehabilitation of the unit or accommodation or the conversion of the building;

(d) be secured by a mortgage upon the housing unit, housing accommodation or building in favour of the Corporation or such other security as the Corporation deems adequate to safeguard its interests; and

(e) subject to section 34.11, be repayable during the term thereof by such payments of principal and interest as may be agreed upon by the Corporation and the borrower, the payments of interest to be made not less frequently than annually.

Occupancy and maintenance standards

(3) No loan may be made under this section unless the province or the municipality in which the family housing unit, housing accommodation or building is located has adopted occupancy and building maintenance standards satisfactory to the Corporation. 1973-74, c. 18, s. 12; 1974-75, c. 38, s. 11.

Reduction of indebtedness

**34.11** Where the Corporation is satisfied that the amount of a loan made under section 34.1 has been used for the repair and rehabilitation of the family housing unit or housing accommodation in relation to which it was made or for the conversion of the residential building in relation to which it was made, the Corporation may forgive payment by the borrower of

(a) such amount as may be prescribed by regulation of the Governor in Council in respect of each family housing unit; or

(b) an amount not exceeding five hundred dollars for each hostel or dormitory bed provided after the repair and rehabilitation or conversion. 1973-74, c. 18, s. 12.

Loans to non-resident owners

**34.12** Except as provided in paragraph 34.1(1)(b), a loan may not be made under section 34.1 to the owner of a family housing unit who does not reside in the unit unless

b) ne doit pas dépasser le montant que peut prescrire un règlement du gouverneur en conseil;

c) doit comporter un terme qui n'excède pas la durée utile du logement, des facilités de logement ou de l'immeuble fixée par la Société et qui, dans tous les cas, n'excède pas vingt ans à compter de la date d'achèvement des réparations et de la remise en état du logement ou des facilités de logement, ou de la transformation de l'immeuble;

d) doit être garanti par une hypothèque grevant le logement familial, les facilités de logement ou l'immeuble au profit de la Société ou par toute autre sûreté que la Société juge appropriée pour sauvegarder ses intérêts; et

e) doit, sous réserve de l'article 34.11, être remboursable pendant la durée du prêt au moyen des paiements en principal et intérêt dont peuvent convenir la Société et l'emprunteur, les paiements de l'intérêt devant être effectués au moins une fois par an.

Normes d'occupation d'entretien

(3) Aucun prêt ne peut être consenti en vertu du présent article si la province ou la municipalité dans laquelle est situé le logement familial, les facilités de logement ou l'immeuble n'ont pas adopté de normes d'occupation et d'entretien des bâtiments jugées satisfaisantes par la Société. 1973-74, c. 18, art. 12; 1974-75, c. 38, art. 11.

Remise consentie

**34.11** Lorsque la Société est convaincue que le montant d'un prêt consenti en vertu de l'article 34.1 a été utilisé pour la réparation et la remise en état du logement familial ou des facilités de logement, ou pour la transformation de l'immeuble résidentiel, relativement auxquels il a été consenti, la Société peut faire remise à l'emprunteur

a) du montant que le gouverneur en conseil peut prescrire par règlement à l'égard de chaque logement familial; ou

b) d'une somme ne dépassant pas cinq cents dollars pour chaque lit du type foyer ou pension fourni après la réparation et la remise en état, ou la transformation. 1973-74, c. 18, art. 12.

Prêts à des propriétaires non-résidents

**34.12** Sous réserve des dispositions de l'alinéa 34.1(1)b), un prêt ne peut, en vertu de l'article 34.1, être consenti au propriétaire d'un logement familial qui ne réside pas



the unit is located in a neighbourhood referred to in paragraph 34.1(1)(a) and the owner has entered into a contract with the Corporation that provides that

(a) the rental to be charged shall not, for such period of time as is determined by the Corporation, exceed the rental that the Corporation deems to be fair and reasonable having regard to the probable family income of the lessee of the unit;

(b) the unit shall not be sold or otherwise disposed of during the duration of the contract except with the consent of the Corporation and on such terms and conditions as the Corporation may approve; and

(c) the Corporation shall have the right, in the event that the borrower commits a breach of the contract, to declare the unpaid principal of the loan due and payable forthwith or to increase the interest payable thereafter on the unpaid balance of the loan to such rate as the Governor in Council may determine. 1973-74, c. 18, s. 12.

Regulations

**34.13** The Governor in Council may make regulations

(a) prescribing the maximum aggregate amount the payment of which may be forgiven in any year by the Corporation under section 34.11; and

(b) prescribing the manner of determining the maximum aggregate amount that may be forgiven by the Corporation under that section. 1973-74, c. 18, s. 12.

Financing of housing rehabilitation program

**34.14 (1)** The Minister

(a) may, upon terms and conditions approved by the Governor in Council, advance to the Corporation out of the Consolidated Revenue Fund amounts required for the purpose of making loans under section 34.1; and

(b) out of moneys from time to time appropriated by Parliament for the purpose, shall reimburse the Corporation for any amount the payment of which has been forgiven by the Corporation and for losses sustained by the Corporation in respect of loans made under section 34.1, and shall pay to the Corporation the costs and expenses of the Corporation incurred in the administration of this Part.

Limit on advances out of C.R.F.

(2) No advance made under paragraph (1)(a) shall be greater than the amount by which the aggregate of

(a) one hundred million dollars, and

(b) any additional amounts authorized by Parliament for the purposes of advances under that paragraph

exceeds the total amount of advances made pursuant to that paragraph. 1973-74, c. 18, s. 12.

dans ce logement, à moins que ce dernier ne soit situé dans un quartier visé à l'alinéa 34.1(1)a) et que le propriétaire n'ait passé avec la Société un contrat prévoyant que

a) le loyer qu'il fera payer ne dépassera pas, pendant la période que fixe la Société, le loyer que celle-ci estime juste et raisonnable compte tenu du revenu familial probable du locataire du logement;

b) le logement ne sera ni vendu ni autrement aliéné pendant la durée du contrat, si ce n'est du consentement de la Société et aux conditions qu'elle peut approuver; et,

c) si l'emprunteur commet une infraction au contrat, la Société aura le droit de déclarer échu et exigible immédiatement le principal impayé du prêt ou d'augmenter l'intérêt exigible par la suite sur le solde impayé dudit prêt à un taux que le gouverneur en conseil peut fixer. 1973-74, c. 18, art. 12.

Règlements

**34.13** Le gouverneur en conseil peut établir des règlements

a) prescrivant le montant total maximum dont la Société peut faire remise au cours d'une année en vertu de l'article 34.11; et

b) prescrivant la façon de déterminer le montant total maximum dont la Société peut faire remise en vertu dudit article. 1973-74, c. 18, art. 12.

**34.14 (1)** Le Ministre

a) peut, selon les modalités qu'approuve le gouverneur en conseil, avancer à la Société, sur le Fonds du revenu consolidé, les sommes dont elle a besoin pour l'octroi de prêts prévus par l'article 34.1; et

b) doit, sur les fonds que le Parlement affecte au besoin à cet usage, rembourser la Société de toute somme dont elle a fait remise et des pertes qu'elle a subies sur des prêts consentis en vertu de l'article 34.1, et lui payer les frais qu'elle a subis et les dépenses qu'elle a faites dans l'application de la présente Partie.

Financement du programme de remise en état des habitations

(2) Aucune avance consentie en vertu de l'alinéa (1)a) ne doit dépasser l'excédent de l'ensemble de

a) cent millions de dollars, et

b) toutes sommes supplémentaires que le Parlement autorise à dépenser pour des avances prévues par cet alinéa

sur le montant total des avances consenties en application de cet alinéa. 1973-74, c. 18, art. 12.

Montant maximum des avances sur le F.R.C.











